



## ***Events management system survey: Please respond and forward link to others***

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The University of Utah requests that main campus organizations complete a brief survey to assess needs for an event management system. Main campus org input will help to determine the feasibility of pursuing an institutional license for an event management system.

**Take the survey**

Event management systems help organizations to plan, manage, and follow up on events such as conferences, meetings, fundraisers, parties, alumni events, luncheons, donor events, performances, etc.

Common event management system features:

- Event planning and scheduling
- Marketing and publicity
- Registrations and ticketing
- Contact management and communication
- Payment processing, including discount codes
- Event logistics
- Attendee tracking
- Post-event follow-up

The survey has 16-21 questions (depending on answers) and should take 5-10 minutes to complete. It will close on **Friday, January 24, 2020**.

Please coordinate with your organization to submit one response per org, if possible.

**Please forward this email or share the survey link with other University of Utah colleagues and organizations as soon as possible.**

If you have any questions, please contact University Information Technology at [uit@utah.edu](mailto:uit@utah.edu). Thank you.



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