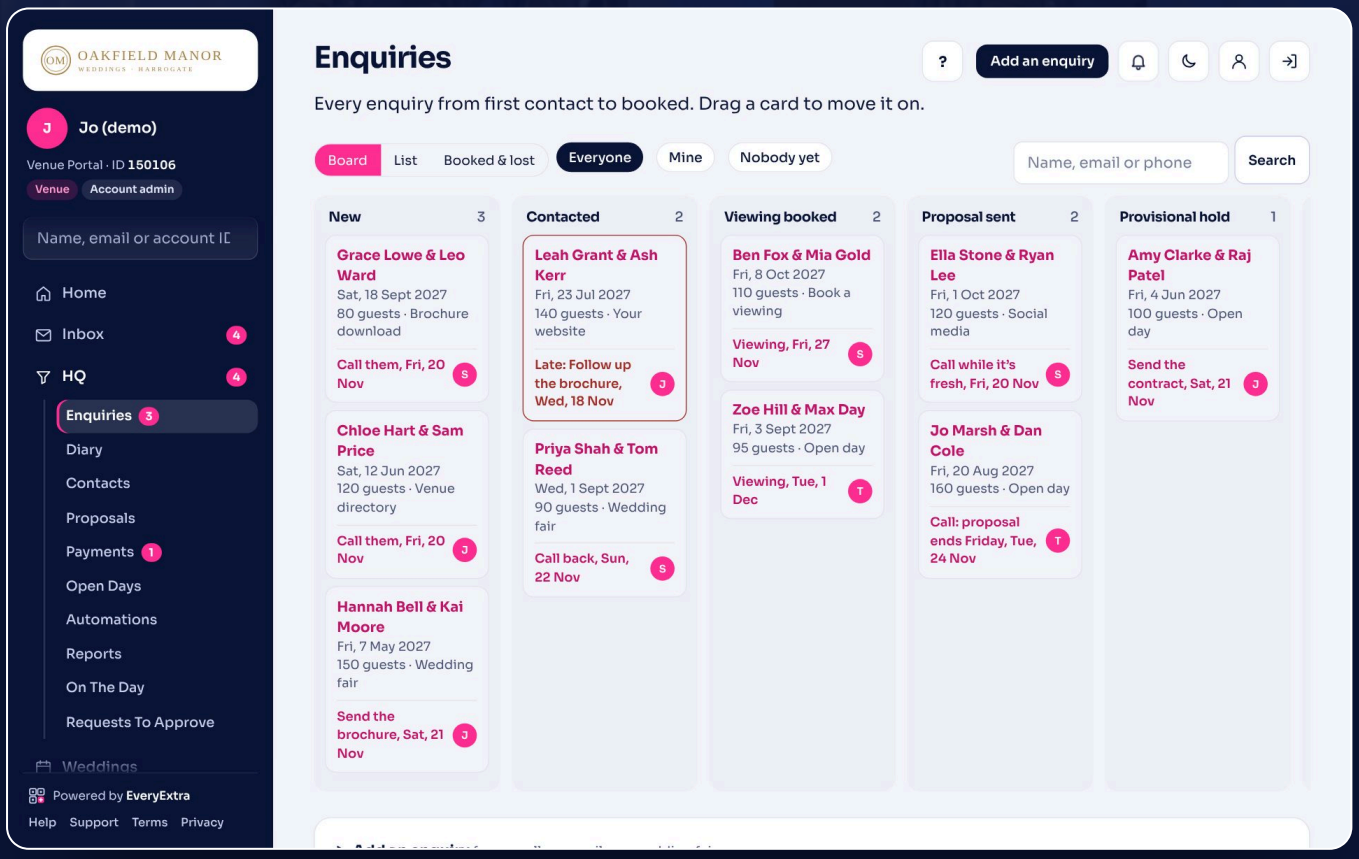
FOR WEDDING VENUES

EveryExtra HQ

Run Your Whole Venue From One Place.

Enquiries, the diary, proposals, every wedding and the day itself, for your whole team. And every couple gets their own wedding website, RSVPs and guest gallery from you.



WHY EVERYEXTRA

One System For The Business, And A Reason For Couples To Choose You.

Most venues juggle a spreadsheet of enquiries, a paper diary, contracts by email, a running order in a Word document and a kitchen that finds out about changes on the day. EveryExtra puts all of it in one place, shared by your whole team, and connected with the couple, their planner and every supplier.

1

Win The Booking

Every enquiry on one board with an owner and a next step. Holds, viewings, proposals, contracts and deposits, with nothing slipping through.

2

Plan It Together

Running orders, final numbers, suppliers, messages and payments, with the couple and their planner working from the same plan.

3

Run The Day

Your duty manager runs the day from a phone. The kitchen and bar see every change on their own screens within seconds.

4

Delight Every Couple

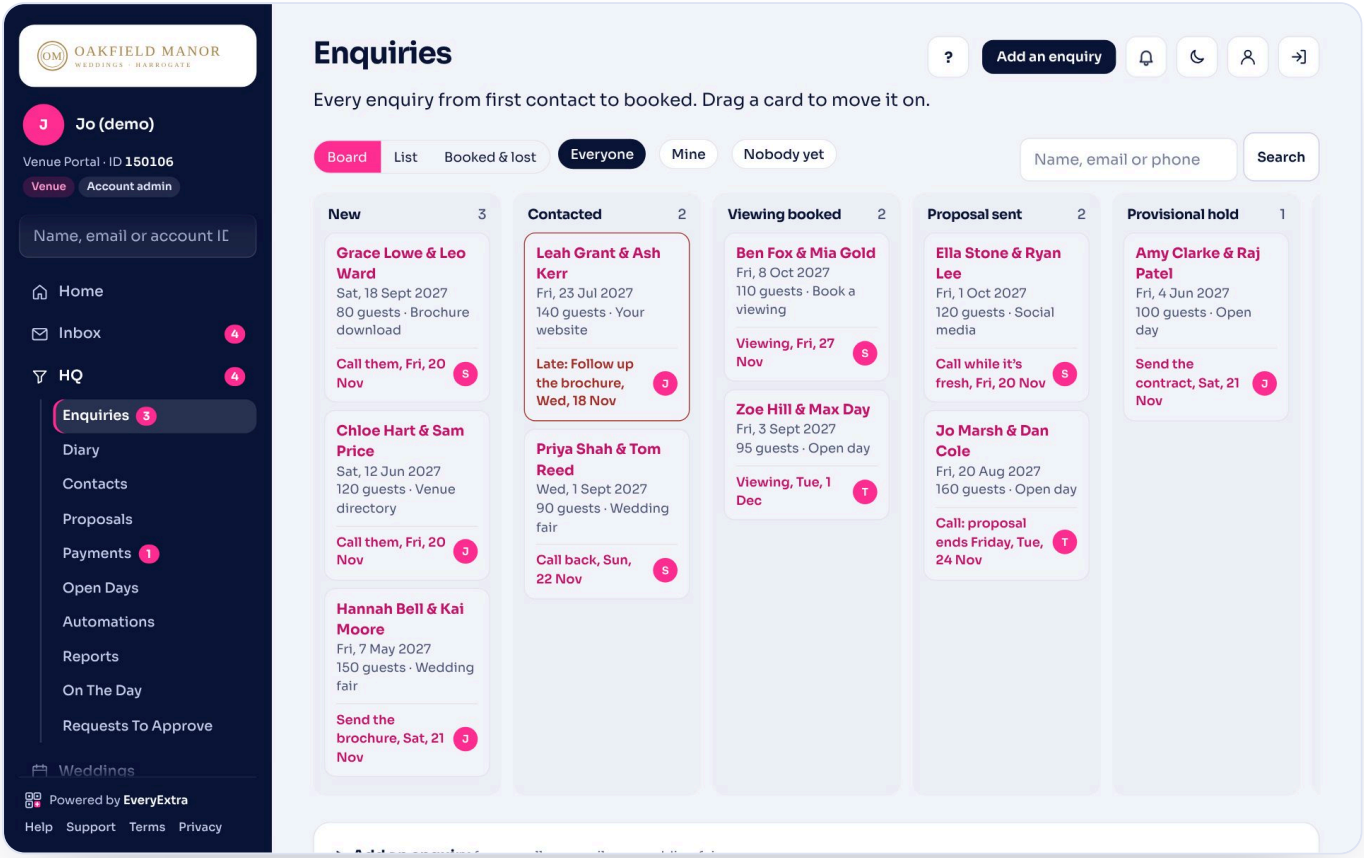
Their own wedding website, invitations and RSVPs, guest photo gallery and audio guestbook, from you, with nothing for them to pay.



WIN THE BOOKING · EVERYEXTRA HQ

Every Enquiry On One Board.

From your venue page, your website, open days, wedding fairs and the phone, every enquiry lands on one board. Drag a card to move it on.



An owner and a next step on every card

Calls due today, late follow-ups, holds about to end and overdue payments sit at the top in Needs Attention, so the right person picks them up.

Holds that end by themselves

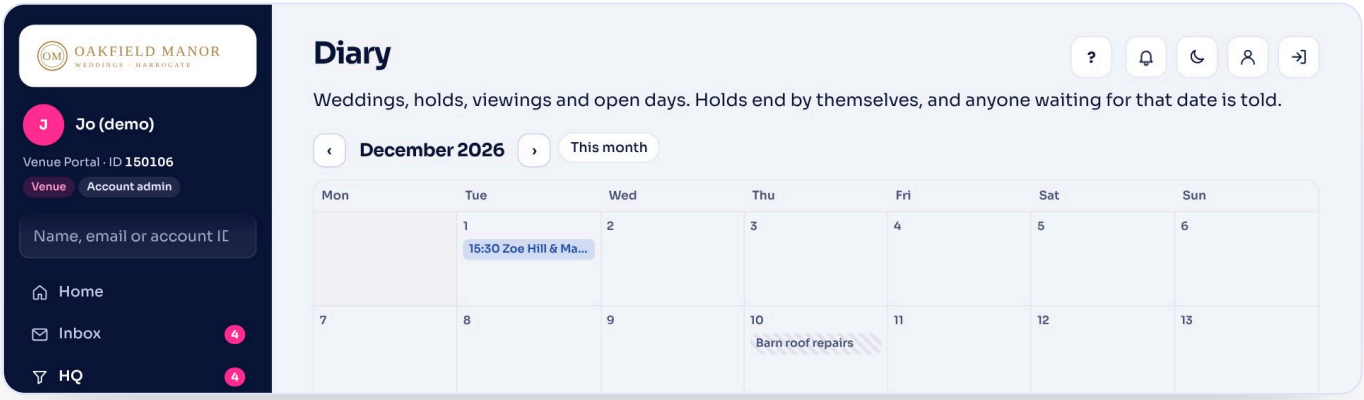
Provisional holds run for the days you choose. When one ends, the date is released and anyone who enquired about it is told it is free.

Returning clients and date clashes, spotted for you

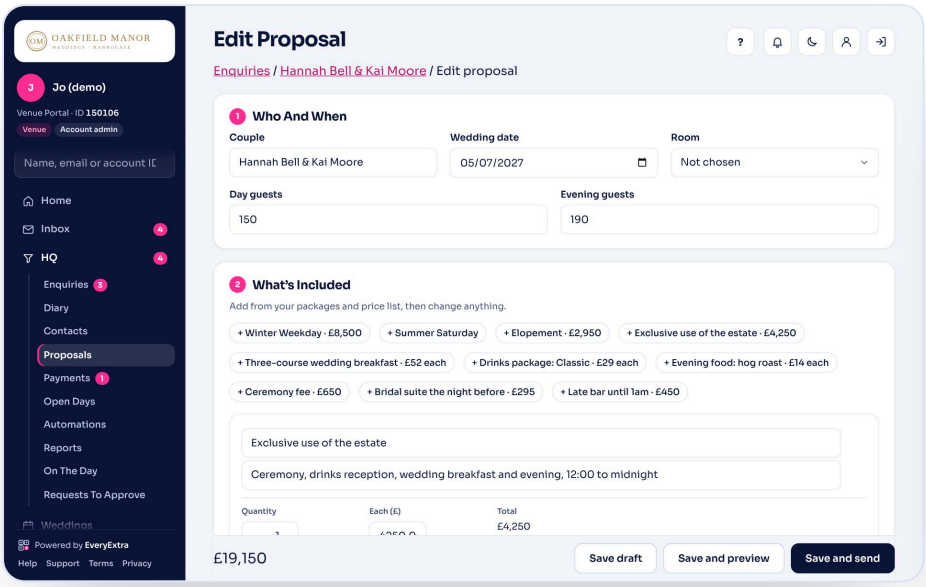
When someone has booked before, or asks for a date that is already held, you know before you reply.

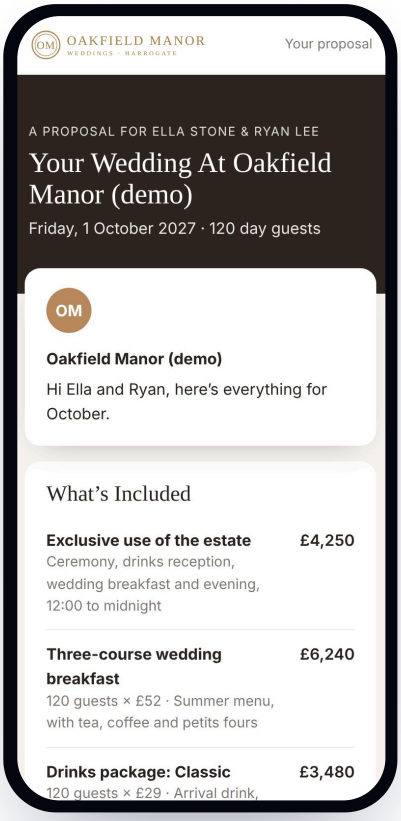
Viewings in the diary

Weddings, holds, viewings and open days a month at a glance, with rooms if you have more than one.



Proposals They Accept From Their Phone.





Built in minutes

Add from your packages and price list, per-guest lines multiply themselves, and the deposit, instalments and balance are worked out for you.

Beautiful, and in your branding

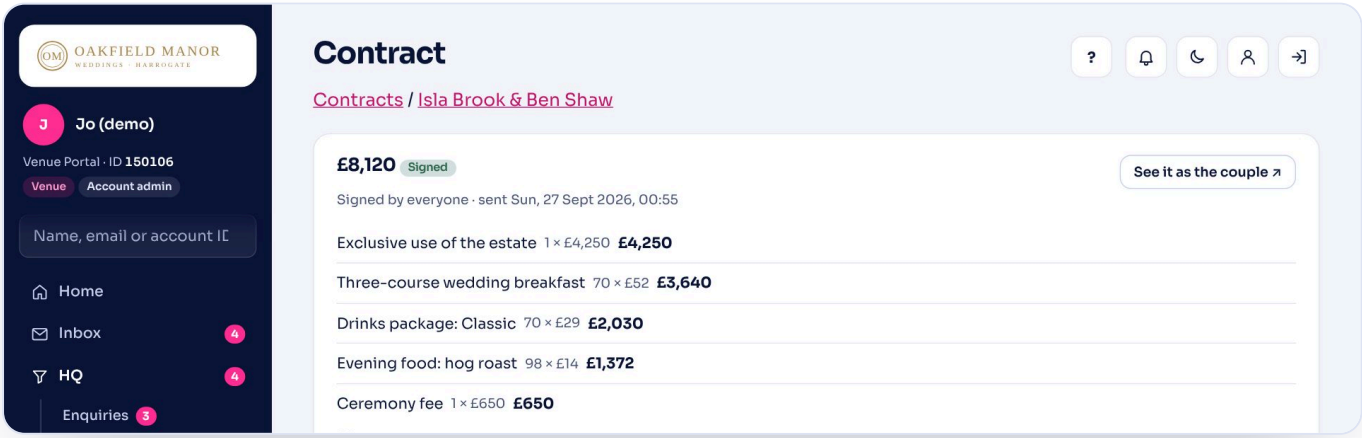
The couple gets a page with your logo and colours. They accept, ask a question or say it is not for them. You see when it is opened.

Discounts with approval

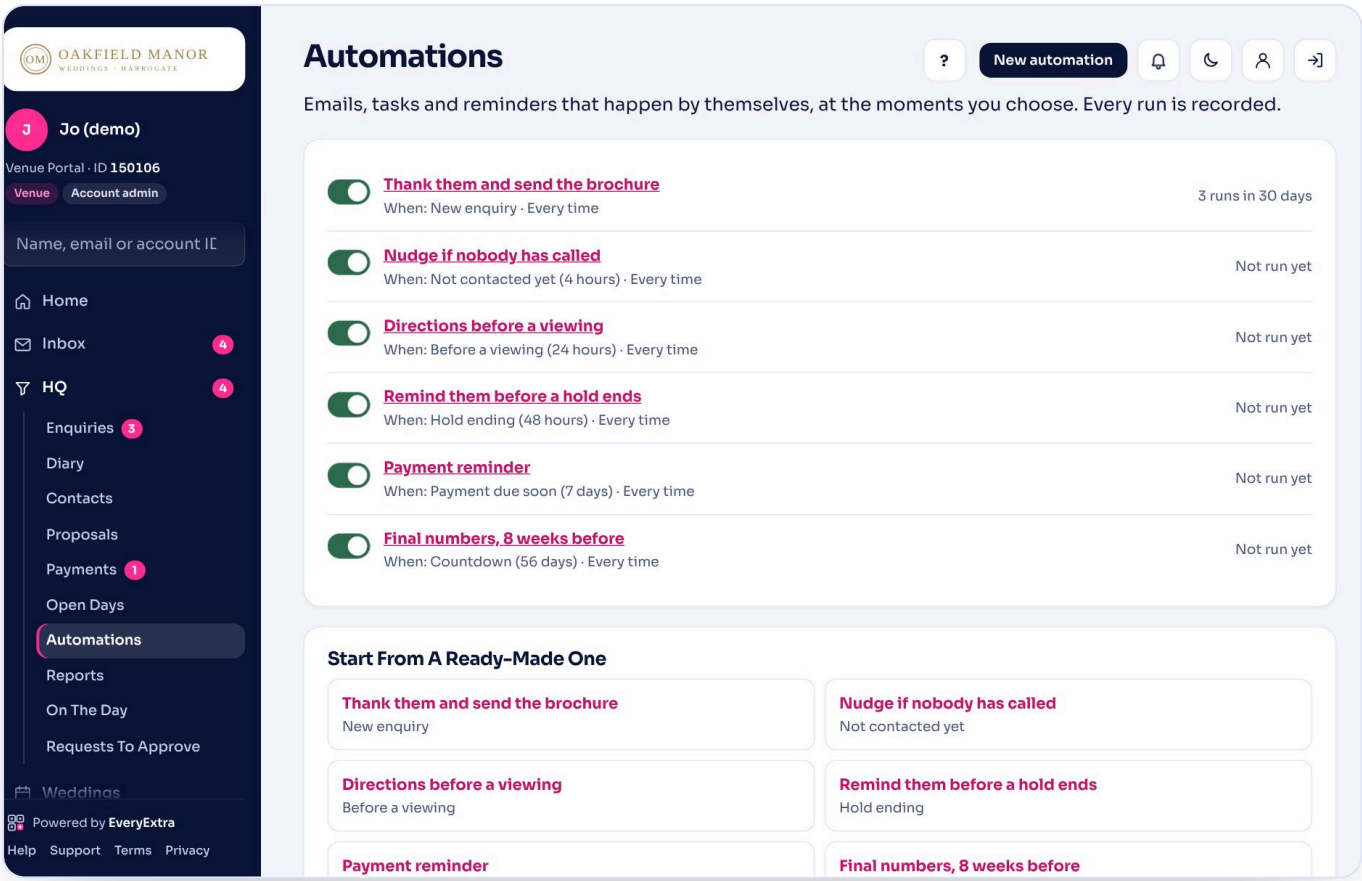
Set how far each coordinator can go. Anything bigger goes to a manager to approve, straight from their email.

Contracts Signed, Deposit Paid

Turn an accepted proposal into the contract with your own terms. Each partner signs on their phone with their typed name and a drawn signature, and we keep when, where from and on what device. The deposit is paid online straight into your own Stripe account, or by bank transfer, and the payment schedule fills itself in.



The Routine Work, Done For You.



Automations

Thank-you emails, brochure follow-ups, directions before a viewing, reminders before a hold ends or a payment is due, tasks for your team and messages to the couple, at the moments you choose. Every run is recorded.

Open days

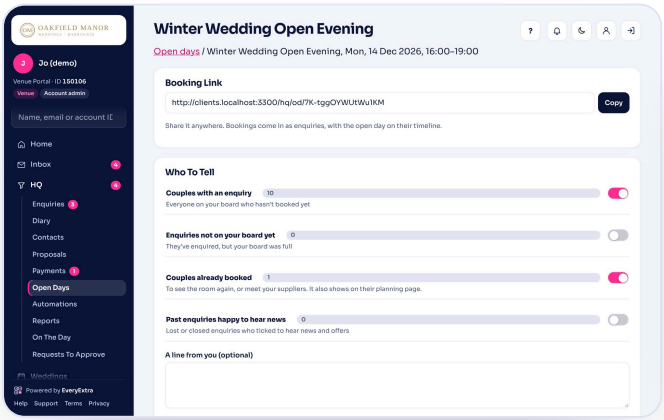
Tell the right couples, take bookings on a page in your branding, check people in on the day, and follow up by how it went. Every booking becomes an enquiry.

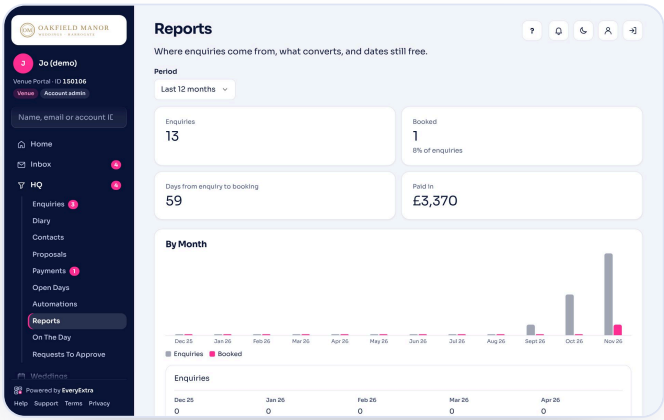
Reports

Where enquiries come from, how far they get, how long they take to book, why couples didn't, money in and your free Saturdays.

Your team

Ready-made roles for sales and wedding coordinators, with what each can see, the biggest discount and longest hold they can give, and approvals. Read-only staff are free.

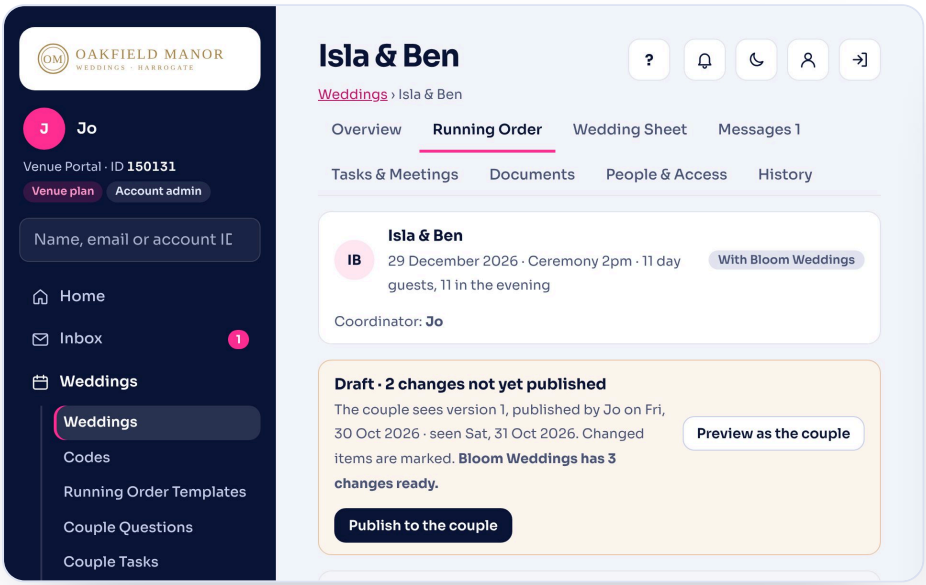


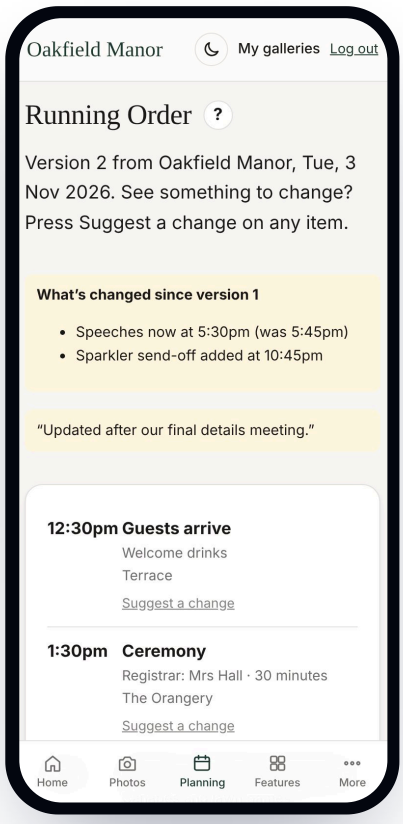


PLAN IT TOGETHER

One Plan, Everyone On It.

Everything about a wedding stays with the wedding, so any coordinator can pick it up: the running order and every version, the couple's numbers, every message, task and document, and every supplier's confirmation.





Running orders in versions

Start from your standard days, keep a private draft and publish versions, so nobody works from an old copy. Couples suggest changes rather than make them.

The Wedding Sheet

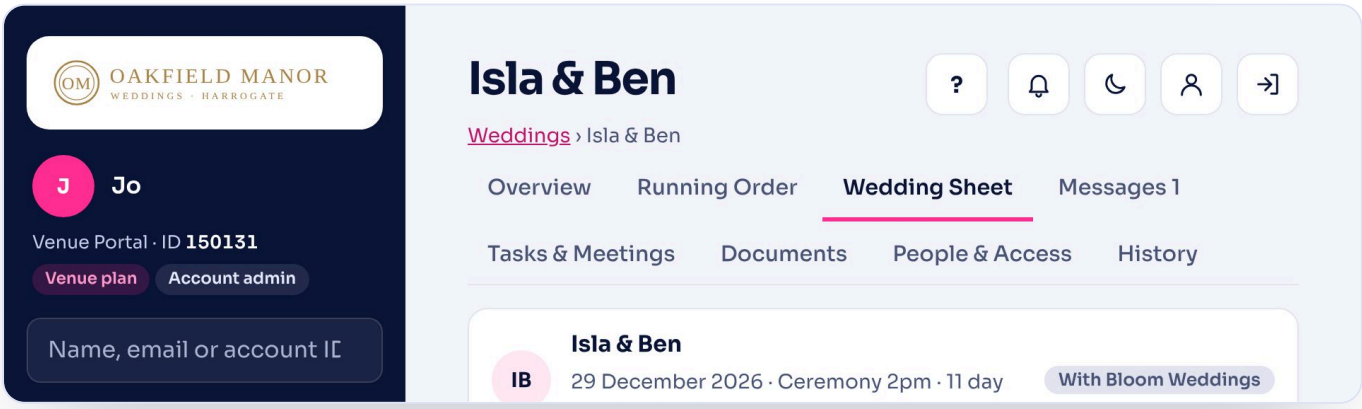
Final numbers, meal choices, dietary needs and the table plan, straight from the couple's own guest list and RSVPs.

Suppliers confirm their part

Each supplier gets a page with their times and set-up. They confirm it and upload their insurance and certificates.

One Inbox, and an Event Log

Every message with every couple, planner and supplier in one place, and a log of everything that happened to each wedding, by whom and when.

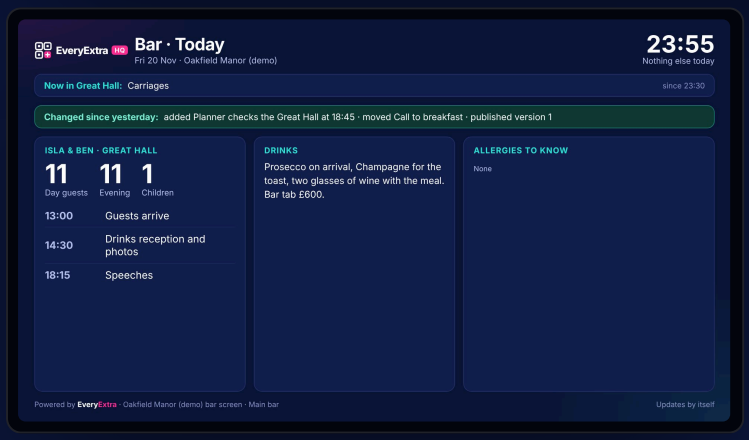


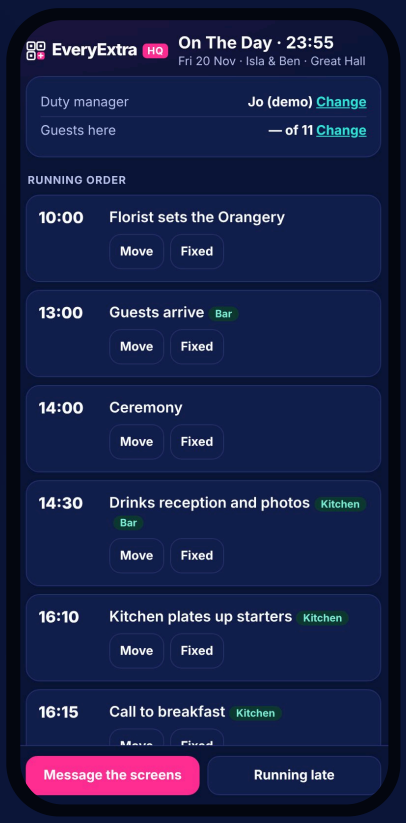
RUN THE DAY · EVERYEXTRA HQ

The Kitchen Sees Every Change, Live.

Your duty manager runs the day from a phone. Running late, move an item, mark it finished, or message the kitchen and bar: every screen updates within seconds.







Kitchen screen

Day and evening numbers, meal choices, dietary needs with severe allergies first, the courses and what is happening in the room now.

Bar screen

The drinks package, toasts and the moments the bar needs, and nothing it doesn't. Each running order item says which screens show it.

Several rooms

One kitchen serving two weddings sees one queue, with a warning when courses clash. Or give each kitchen its own screen.

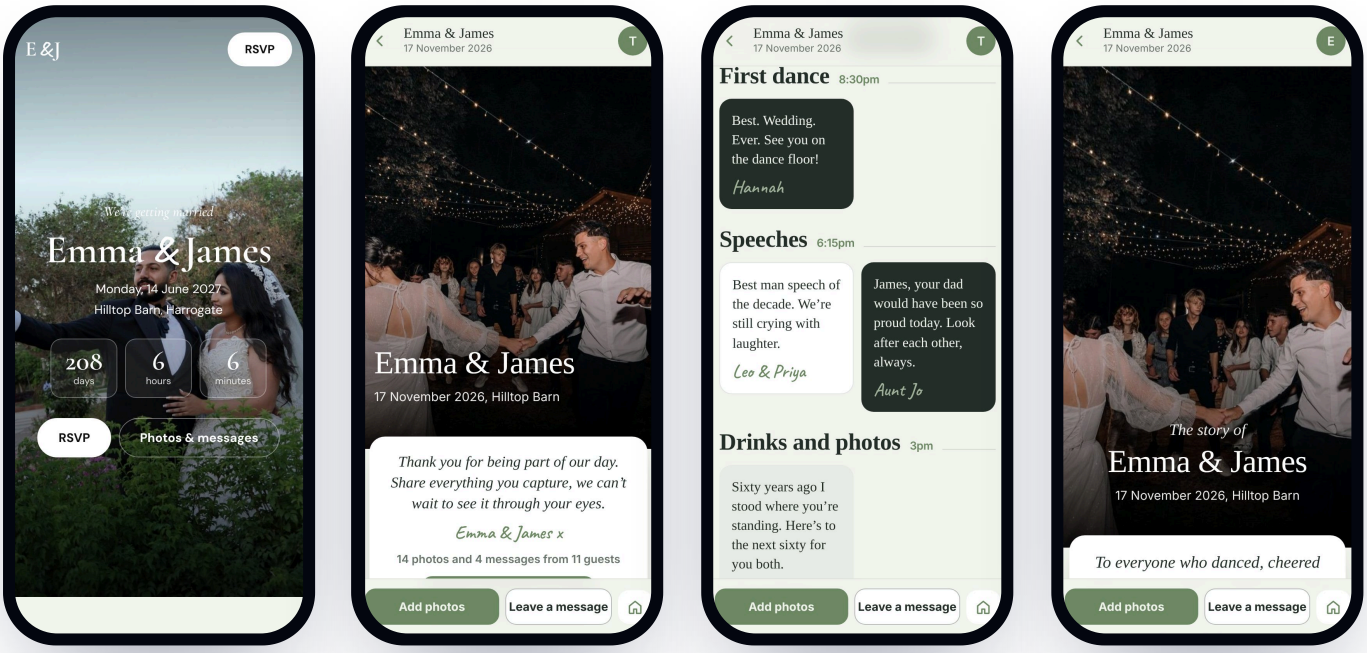
Any TV or tablet

Open the link once and leave it. Screens rest between weddings and wake at 4am on the next wedding day.

WHAT'S IN IT FOR YOUR COUPLES

Every Couple Gets Something Special, From You.

This is the part couples talk about. Every booking includes a full package for the couple, in your branding, with nothing for them to pay. It is a reason to choose you on the viewing, and something they will be telling their guests about for months.



Their own wedding website

Their story, the day, travel and gifts, on a web address of their own, in a design they choose.

Invitations and RSVPs

Save the dates and invitations by email or link, with replies, meal choices and dietary needs collected for them, and fed straight into your Wedding Sheet.

Guest photo and video gallery

Every guest's photos and videos in one private place, live on the day. One QR code, no app to download.

Audio and video guestbook

Spoken messages from every guest, to keep forever.

Seating plan, slideshow and games

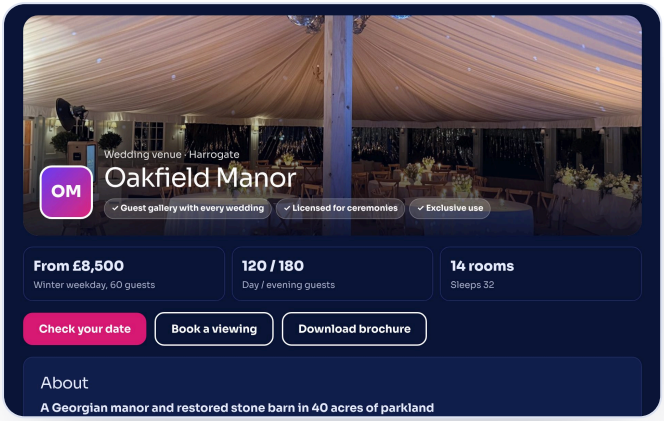
The table plan, guests' photos on the big screen, and games like Mr & Mrs for the evening.

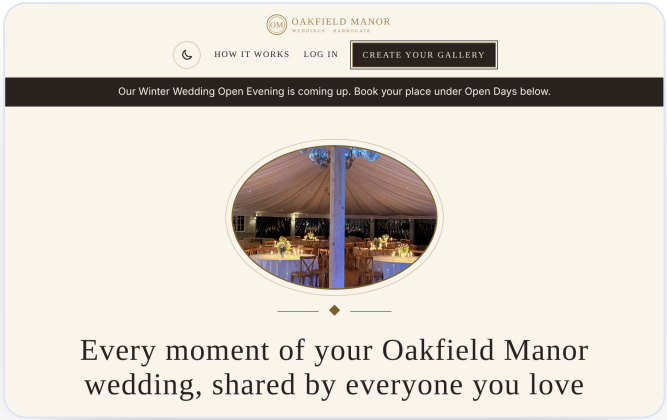
The Afterglow

A keepsake film and story of the day, made from everyone's photos, to share the morning after.

YOUR VENUE, EVERYWHERE

Your Brand On Every Page, And New Couples Finding You.





A free page in the venue directory

Your photos, prices, rooms, packages, open days and showreel, with Check your date, Book a viewing and Download brochure buttons that land on your enquiries board.

Your own clients' page

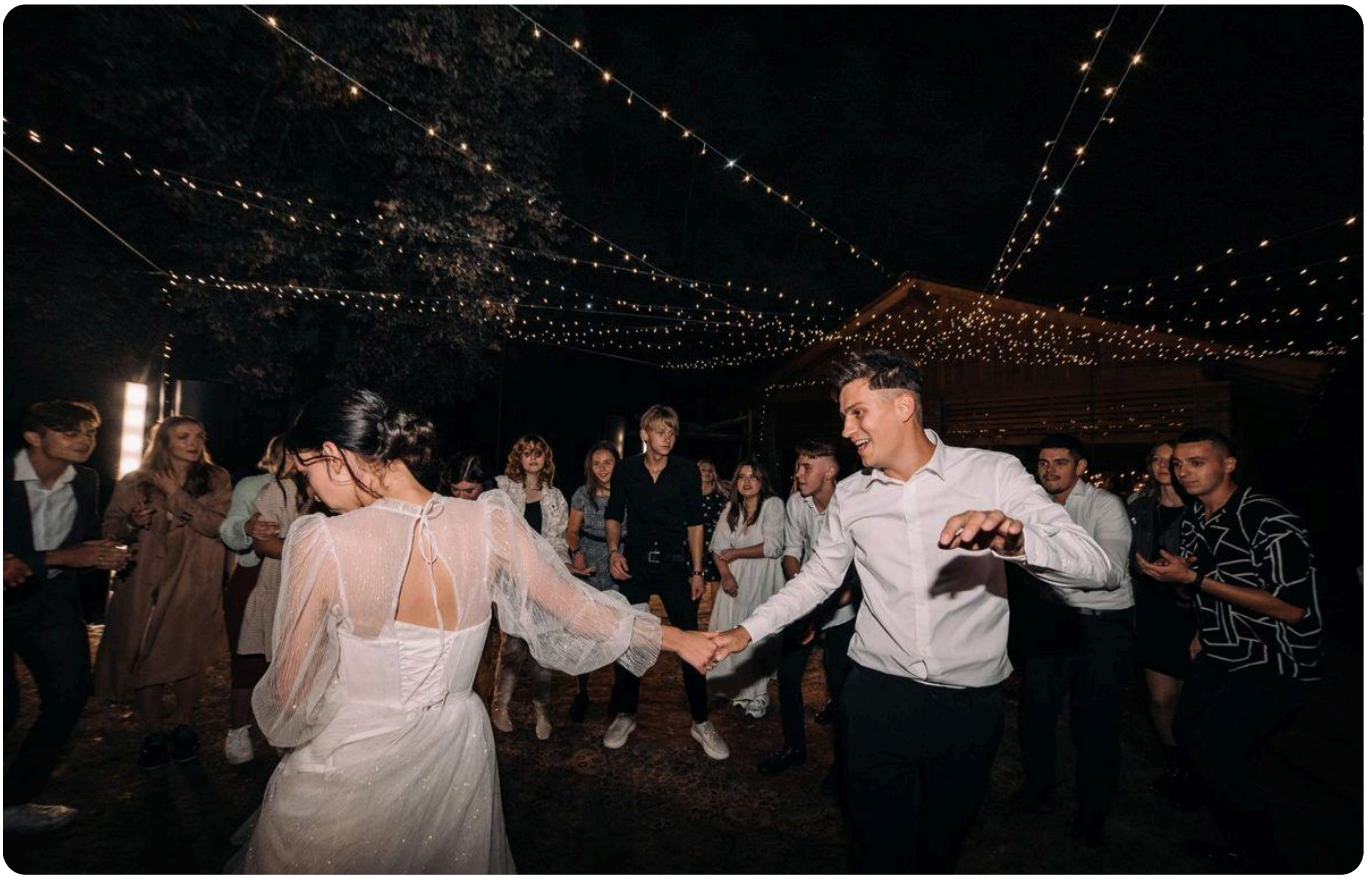
Your logo, colours and a premium theme, showing your packages, open days and real weddings. It never mentions anyone but you, apart from a small Powered by EveryExtra.

Real photos from real weddings

Guests' photos from weddings at your venue, only the ones the couple agreed to share and you approved, show on your pages and website widgets.

Earn from extras

If a couple chooses to keep their gallery and Afterglow online for longer, they pay for that themselves, and you earn a share, taken off your bill.



PLANS

Start With A Taste. Grow Into EveryExtra HQ.

Every venue plan

- Wedding codes for every booking, monthly or a whole year up front
- Wedding planning with couples, planners and suppliers
- Your branding, your directory page and your clients' page
- A guest gallery, website and RSVPs for every couple
- **An EveryExtra HQ taster:** 5 live enquiries, 3 automations, 2 proposals a month, an open day, a kitchen and a bar screen

With EveryExtra HQ

- Everything in the taster, with **no limits**
- Unlimited enquiries, automations, proposals and contracts
- Open days, kitchen and bar screens for every room
- Reports over any period
- Discount and hold limits with approvals
- Import your existing enquiries

Nothing is ever deleted when you change plan. See today's prices at **everyextra.co.uk/venues**.

Getting Started

1. **Try the venue demo.** A full sample venue with a season of enquiries, proposals and a live wedding day: everyextra.co.uk/demo
2. **Register your venue.** It takes a few minutes. We check each venue, usually within one working day.
3. **Set up HQ.** Your stages, rooms, price list and how deposits are paid, then switch on a ready-made automation or two.
4. **Give your team their logins** and start working your enquiries.

EveryExtra HQ

everyextra.co.uk/venues