

ClickUp for Event Management

It takes a village to pull off a successful event. Event management includes timeline monitoring, budget tracking, resource planning and management, marketing, risk management, legal – and that only scratches the surface. How can project management, and specifically a project management tool, help you better manage these various tasks without losing your mind?

How does ClickUp help?

- ✔ Map out the timeline up until the day of, plot resource utilization, and manage event related meetings in the ClickUp Calendar View.
- ✔ Break down each individual event task and assign them to a specific event team member with start and end dates.
- ✔ Manage your marketing team capacity and resource planning with ClickUp Workload and Team View for a quick hit dashboard review of everyone's workload.
- ✔ Load important documents such as vendor contracts, venue information, and run of show information into your event-specific ClickUp Space.
- ✔ Track expenses, payments, donations, and more with ClickUp Table View. Use ClickUp Custom Fields to automatically calculate how much of the budget has been used and how much remains.

Getting things done in as few clicks as possible

50%

Decrease in time spent building + sharing reports

80%

Increase in improved teamwork

