

Project Scope

The Client:

Perhaps Brisbane

The Concern:

Well-known Brisbane restaurant owners were underutilising an event space next to them. Once they decided to use this space as an intimate and sought-after event space, they needed help with managing and implementing a booking system that would be timely for enquiries. They wanted their focus to remain on providing amazing food and service while leaving the administration and management of the bookings to someone else.

The Approach:

TAA developed an enquiry system, booking system and event order system that is predominately handled by us so managers can concentrate on delivering their exceptional food and service.

The Outcome:

We have:

- Developed a virtual event management system that handles all of the event spaces' enquiries, bookings and payments, as well as follow-ups
- Developed SoPs and operational procedures and policies
- Developed Event Order templates along with terms and conditions

We address and manage:

- All booking enquiries and confirmations
- All payments
- All booking requirements