

STATEMENT OF REQUIREMENTS

VENUE & EVENT SOFTWARE

INTRODUCTION

The U.S. Pavilion is looking to engage with American brands and service providers to support the delivery of key functional requirements of the Pavilion. This Statement summarizes the U.S. Pavilion’s requirements within specific categories for pre, during and post Expo 2020.

Please review this document and then proceed to complete the U.S. Pavilion Response Form where you will submit your commercial proposal.

FOR FURTHER INFORMATION

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For information about the U.S. Pavilion, please visit our website www.usapavilion.org

REQUIREMENTS OVERVIEW

CATEGORY
INFORMATION TECHNOLOGY
SUB-CATEGORY
VENUE & EVENT SOFTWARE
REQUIREMENTS SUMMARY
<p><u>OVERVIEW</u></p> <p>The U.S. Pavilion is looking to partner with companies interested in supporting the Pavilion by providing venue and event management software to support Pavilion operations throughout Expo 2020 Dubai. The system will need to support dynamic front and back of house operations across several departments / professional disciplines.</p> <p><u>USAGE REQUIREMENTS & TIMELINES</u></p> <p>Event management software for the U.S. Pavilion should feature the following:</p> <ul style="list-style-type: none"> ▪ Calendar and venue space management – multiple and simultaneous events ▪ Event user privileges ▪ Guest management and registration ▪ Operations – room layouts and equipment set up ▪ Catering – menu templates and kitchen orders ▪ Event order / run sheets ▪ Customize notifications and emails ▪ Real-time reporting – plus detailed 360o reporting ▪ Dashboard analytics ▪ 24/7 technical support, access control and on-line tutorials ▪ Safe and secure