

# hotel CateringPro

The Power to Sell More, Faster



## What is hotel CateringPro?

The lodging industry's most technically advanced sales and catering software; hotel CateringPro automates the entire sales administration process in less time and at significantly less cost than any competing product. It is in use at more than 2,000 full service hotels, limited service hotels, resorts, convention centers, private clubs and golf clubs.

## What can hotel CateringPro do for you?

- Reduce sales administration time by 75%.
- Provide up to 50% more time for selling.
- Improve response time and guest service.
- Dramatically increase sales and profits.
- Provide management with information to manage and evaluate sales performance.
- Provide a competitive advantage.

## How? By automatically:

- Producing all sales related documents.
- Creating and tracking all trace dates, contracts, deposits, rooming lists, guarantees and reservation lists.
- Tracking all appointments, to-do lists and sales follow-up.
- Managing and archiving all account information.
- Reporting all relevant sales and account activity and follow-up.
- Creating function resumes.
- Providing an electronic function book.
- Creating menus, BEOs, banquet checks, cover letters and other correspondence.
- Calculating square footage requirements for meeting rooms.

## Sales Calendar

- View all traces by status on one screen.
- View appointments and to-do by salesperson or entire team by day or date range.
- Track all past due traces by category.

## Account Manager

- Organize all account information and activity in one digital system.
- Send agreements and letters in seconds.
- Send and record emails to clients directly in the system.
- Print continuous call reports and account profiles.
- Produce targeted mail merges.
- Trace individual and team productivity.
- Maintain negotiated rate agreements.
- Trace individual room night production.
- Track accounts by status, market segment or other key value.
- Create links to an account's email addresses and websites.

## Mobile Access

- Access Account information.
- Access Contact Information.
- Access the Sales Calendar.
- View Events on Function Calendar.
- View Event Details.

### Document Manager

- Comes installed with a library of customizable word documents.
- Create an unlimited number of custom documents that can be produced in seconds.

### Report Manager

- Automatically produce more than 150 reports designed to provide the information needed to maximize sales and manage the sales function.
- Custom reports are available upon request.

***“To have daily action, productivity and booking results at my fingertips anywhere in the United States is incredible and convenient. hotel SalesPro gives us the advantage of reviewing and analyzing leading indicators vs. lagging indicators which allows us to speed up all processes of account management and daily sales associate planning. With every new hotel purchase Hospitality Ventures plans to add hotel SalesPro to its arsenal of sales weapons.”***

Roger Miller  
Vice President Sales & Marketing  
Hospitality Ventures

### Catering Manager

- Provides an electronic, color-coded function room calendar.
- Eliminates the double booking of function space.
- Menus and food packages are pre-loaded into the system and automatically populate BEOs.
- Produce and email BEOs, banquet checks, group resumes and function contracts in seconds.
- The Menu Analysis report reduces food and labor cost.
- Batch print BEOs, banquet checks and resumes.
- Features a combined availability screen for function space and guest rooms.
- Automatically calculates square footage requirements using MPI standards.
- MeetingMatrix Diagramming available.

***“hotel CateringPro has literally shed hours off my week. It allows me the time to get out there and do more selling! The tagline says it all: “The Power to Sell More, Faster!”***

Danny Clougherty  
Director of Catering  
Wyndham Midtown Atlanta