

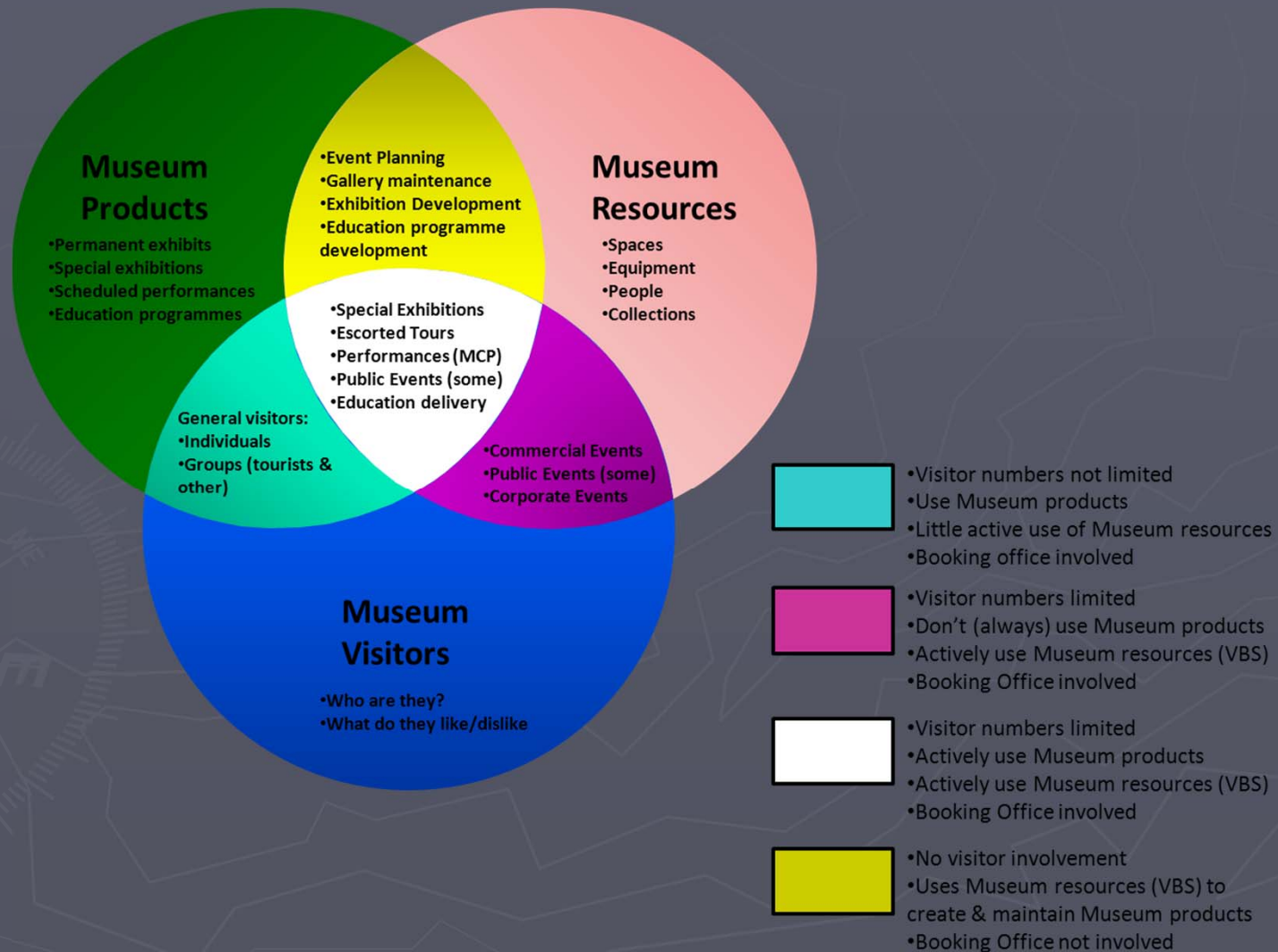
End to End Delivery: Event Management at Auckland Museum

February 2012

Presented by Lisa Tolich (Auckland Museum) & Jon Oakes (Get Smart Consultancy)



Project background



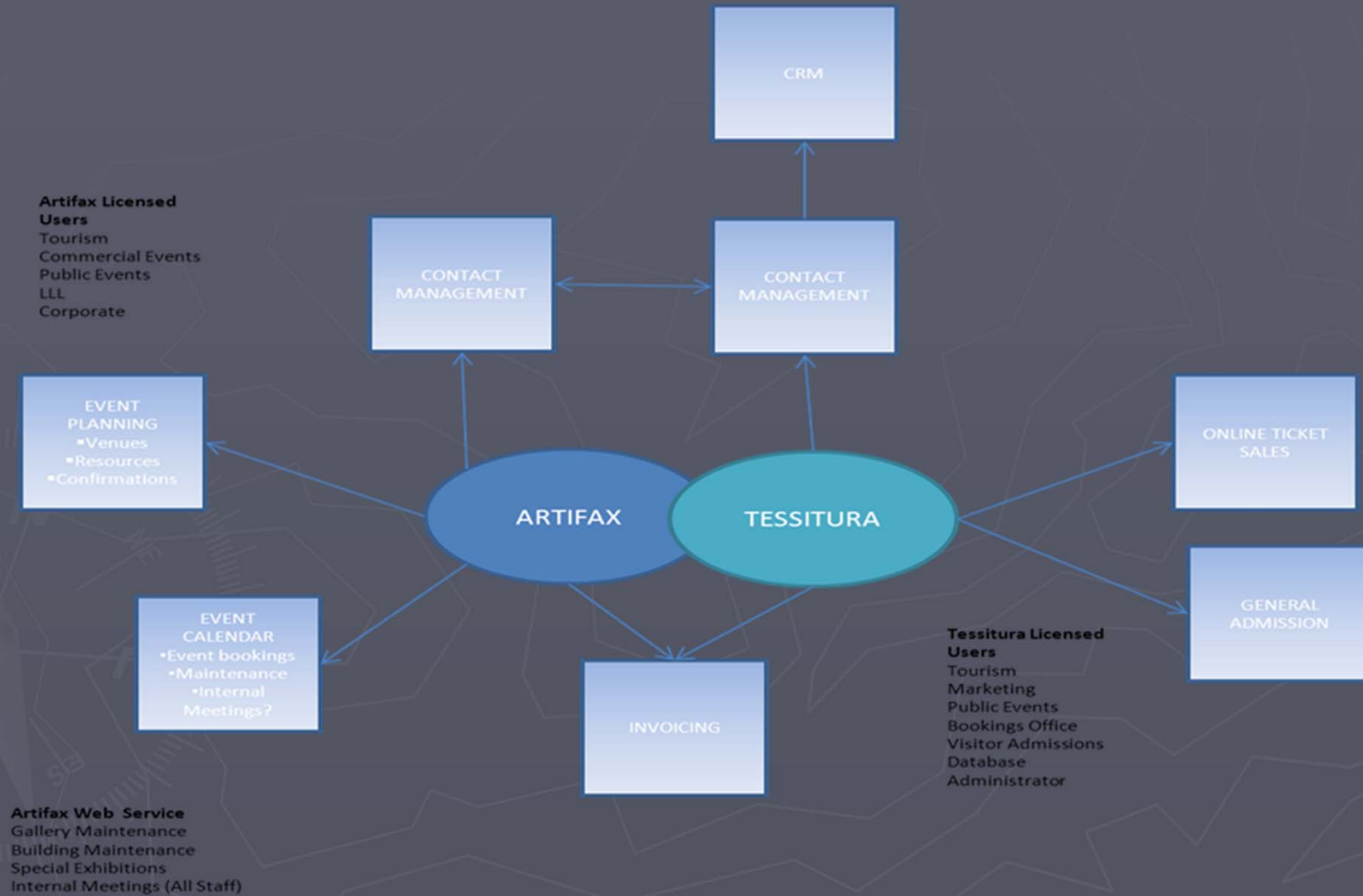
Project approach

Evaluation Panel (converted into Working Group)

- ▶ CRM & Database administration
- ▶ Commercial Event Management & Planning
- ▶ Public Event Management & Planning
- ▶ Visitor Admissions and Front of House Customer Service
- ▶ Online Ticketing/ Box Office Management
- ▶ Tourism & Education Group Booking Management
- ▶ Marketing
- ▶ Information & Communication Technology

- ▶ **Consulting team:**
- ▶ Information Management
- ▶ Head of Project Management
- ▶ Executive Sponsor
- ▶ Steering Committee

Project approach



Introduction to Artifax

Event Management....

From concept planning to delivery, including...

- ▶ Contracts
- ▶ Equipment & services
- ▶ Catering
- ▶ Staffing
- ▶ Programmes
- ▶ Run Sheets
- ▶ Artist & Visitor travel, accommodation & itineraries

The main Diary view

Artifax Event () - [Diary]

File Edit Date View Reports Lists Options Window Help

18/07/2012

Performance Spaces

Wednesday, 18 July 2012

Performance Spaces: Sydney:
Central Arts Centre, Sydney:
Festival Pier, Sydney: Angelfish
Yard, ATC International Tour
Venues, ATC Australian Tour
Venues

Date	Room	Start	Finish	Activity	Arrangement	Type	Customer	Venue	Event Notes	Stage Manager
Wed 04 Jul 2012	no bookings									
Thu 05 Jul 2012	Skittle Alley	18:30	22:30	Performance	Audi Presents:	Chamber Music	Get Smart	Festival Pier		
Fri 06 Jul 2012	no bookings									
Sat 07 Jul 2012	no bookings									
Sun 08 Jul 2012	no bookings									
Mon 09 Jul 2012	no bookings									
Tue 10 Jul 2012	no bookings									
Wed 11 Jul 2012	no bookings									
Thu 12 Jul 2012	Adelaide Central	19:30	22:00	Performance	The Cherry Orchard	Australian	Internal	ATC Australian Tour		
Fri 13 Jul 2012	Adelaide Central	19:30	22:00	Performance	The Cherry Orchard	Australian	Internal	ATC Australian Tour		
Sat 14 Jul 2012	Adelaide Central	19:30	22:00	Performance	The Cherry Orchard	Australian	Internal	ATC Australian Tour		
Sun 15 Jul 2012	Skittle Alley	19:00	23:00	Performance	Audi Presents:	Chamber Music	Get Smart	Festival Pier		
Mon 16 Jul 2012	Adelaide Central	19:30	22:00	Performance	The Cherry Orchard	Australian	Internal	ATC Australian Tour		
	Music Box	09:00	14:00	Bump-in	Sonny Rollins	Festival - Modern	Eddie Cantelope	Central Arts Centre		
	Music Box	14:30	16:30	Rehearsal	Sonny Rollins	Festival - Modern	Eddie Cantelope	Central Arts Centre		
	Music Box	20:00	22:30	Performance	Sonny Rollins	Festival - Modern	Eddie Cantelope	Central Arts Centre		
	Music Box	20:00	22:30	Performance	Sonny Rollins	Festival - Modern	Eddie Cantelope	Central Arts Centre		
Tue 17 Jul 2012	Music Box	20:00	22:30	Performance	Sonny Rollins	Festival - Modern	Eddie Cantelope	Central Arts Centre		
Wed 18 Jul 2012	Jump Room	08:00	16:00	Bump-in	Juggling Kings	Commercial Rental	Barry White	Festival Pier		
	Music Box	09:00	16:00	Bump-out	Sonny Rollins	Festival - Modern	Eddie Cantelope	Central Arts Centre		
	Daffodil Theatre	10:00	13:00	Bump-in	Hamlet on Stilts	Theatre - Classic	Wilson Armitage	Central Arts Centre		
	Daffodil Theatre	14:00	16:00	Rehearsal	Hamlet on Stilts	Theatre - Classic	Wilson Armitage	Central Arts Centre		
	Rose Foyer	16:00	19:30	Sponsor event	Hamlet on Stilts	Commercial Rental	Wilson Armitage	Central Arts Centre		
	UK National Theatre	18:30	23:00	Performance	The Trial	Commercial Rental	Barry White	ATC International		
	Daffodil Theatre	19:00	22:00	Performance	Hamlet on Stilts	Theatre - Classic	Wilson Armitage	Central Arts Centre	18:30 Doors open	Barry White
	Skittle Alley	19:00	22:00	Performance	Audi Presents:	Chamber Music	Get Smart	Festival Pier		
	Lisbeth Room	19:00	22:00	Performance	Mozart evening	Classic	Get Smart	Angelfish Yard		
	Melbourne Arts	19:30	22:00	Performance	The Cherry Orchard	Australian	Internal	ATC Australian Tour		
Thu 19 Jul 2012	Lisbeth Room	10:00	12:00	Sleeping	Sonny Rollins	Festival - Modern	Eddie Cantelope	Angelfish Yard		
	Jump Room	13:00	16:00	Juggling	Juggling Kings	Commercial Rental	Barry White	Festival Pier		
	Daffodil Theatre	19:00	22:00	Performance	Hamlet on Stilts	Theatre - Classic	Wilson Armitage	Central Arts Centre		
	Skittle Alley	19:00	23:00	Performance	Audi Presents:	Chamber Music	Get Smart	Festival Pier		
	Melbourne Arts	19:30	22:00	Performance	The Cherry Orchard	Australian	Internal	ATC Australian Tour		
Fri 20 Jul 2012	Daffodil Theatre	19:00	22:00	Performance	Hamlet on Stilts	Theatre - Classic	Wilson Armitage	Central Arts Centre		
	Melbourne Arts	19:30	22:00	Performance	The Cherry Orchard	Australian	Internal	ATC Australian Tour		
Sat 21 Jul 2012	Skittle Alley	19:00	23:00	Performance	Audi Presents:	Chamber Music	Get Smart	Festival Pier		
	Melbourne Arts	19:30	22:00	Performance	The Cherry Orchard	Australian	Internal	ATC Australian Tour		
Sun 22 Jul 2012	no bookings									
Mon 23 Jul 2012	Daffodil Theatre	19:00	22:00	Performance	Hamlet on Stilts	Theatre - Classic	Wilson Armitage	Central Arts Centre		
	Skittle Alley	19:00	23:00	Performance	Audi Presents:	Chamber Music	Get Smart	Festival Pier		
Tue 24 Jul 2012	Daffodil Theatre	19:00	22:00	Performance	Hamlet on Stilts	Theatre - Classic	Wilson Armitage	Central Arts Centre		
Wed 25 Jul 2012	Daffodil Theatre	19:00	22:00	Performance	Hamlet on Stilts	Theatre - Classic	Wilson Armitage	Central Arts Centre		
Thu 26 Jul 2012	no bookings									
Fri 27 Jul 2012	no bookings									
Sat 28 Jul 2012	Daffodil Theatre	10:00	13:00	Bump-out	Hamlet on Stilts	Theatre - Classic	Wilson Armitage	Central Arts Centre		
Sun 29 Jul 2012	no bookings									
Mon 30 Jul 2012	no bookings									
Tue 31 Jul 2012	no bookings									
Wed 01 Aug 2012	no bookings									
Thu 02 Aug 2012	no bookings									

18 Jul-12

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Inside an event

Artifax Event () - [Arrangement: Wilson Armitage 18/07/2012 - 28/07/2012 Hamlet on Stilts]

File Edit Arrangement Event View Options Reports Window Help

Hamlet on Stilts

- Events
 - All Events
 - Performance Selection
 - Wed 18/07/2012 10:00 - 13:00 Daffodil Theatre Bump-in
 - Wed 18/07/2012 14:00 - 16:00 Daffodil Theatre Rehearsal
 - Wed 18/07/2012 19:00 - 22:00 Daffodil Theatre Performance**
 - Room Price
 - Resource Bookings
 - Personnel
 - FDH staff
 - Production staff
 - Security (External)
 - Audio-visual
 - Type 1 Lighting Rig
 - Services
 - Support Services
 - Staging
 - 3m Stage extension
 - Documents
 - Con Events info
 - Tasks
 - History
 - Programme Summary
 - Visitors
 - Tessitura
 - Ticket Sales
 - Reviews
 - Thu 19/07/2012 19:00 - 22:00 Daffodil Theatre Performance
 - Fri 20/07/2012 19:00 - 22:00 Daffodil Theatre Performance
 - Mon 23/07/2012 19:00 - 22:00 Daffodil Theatre Performance
 - Tue 24/07/2012 19:00 - 22:00 Daffodil Theatre Performance
 - Wed 25/07/2012 19:00 - 22:00 Daffodil Theatre Performance
 - Sat 28/07/2012 10:00 - 13:00 Daffodil Theatre Bump-out

Date: 18/07/2012

Times: 19:00 to 22:00

Room: Daffodil Theatre (Central Arts Centre, Sydney)

Activity: Performance

Performance:

Status: Confirmed

Box Office Takings: \$0.00

Foreign Key:

Con Events info

Event Notes: 18:30 Doors open

Date Stamp:

Stage Manager: Barry White

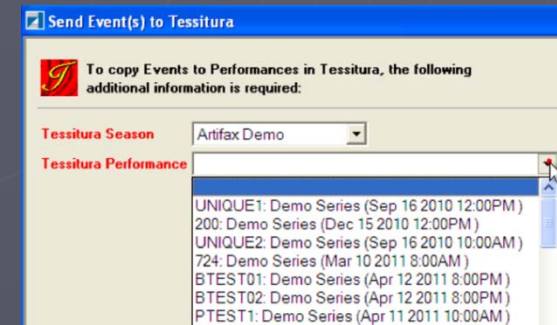
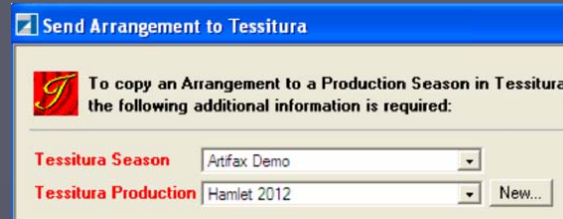
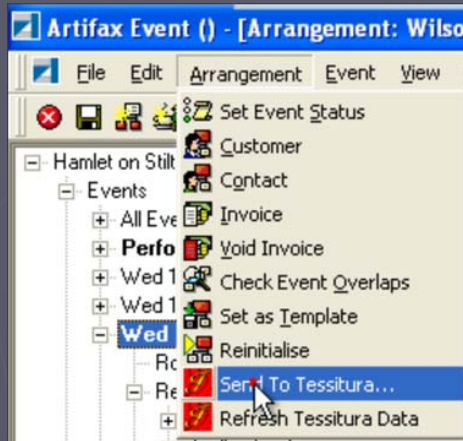
Day Report - House Management

Day Report - Customer Services

So what does the link do?

- ▶ Sends selected events through from Artifax to Tessitura.
- ▶ Sends sales information back from Tessitura to Artifax.
- ▶ Synchronises core customer contact information.

Sending performances through



Order Details | Product Catalog

July 2012 | 1< >1 12< >12 | Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 6:30pm Chamber Sec	6	7
8	9	10	11	12	13	14
15 7:00pm Audi Present:	16	17	18 7:00pm Audi Present: 7:00pm Hamlet on Sti	19 1:00pm Juggling King 7:00pm Audi Present:	20 7:00pm Hamlet on Sti	21 7:00pm Audi Present:
22	23 7:00pm Audi Present: 7:00pm Hamlet on Sti	24 7:00pm Hamlet on Sti	25 7:00pm Hamlet on Sti	26	27 7:00pm Hamlet on Sti	28
29	30	31				

Calendar View | Product Search

Sales information in Artifax

- [-] Hamlet on Stilts
 - [-] Events
 - [-] All Events
 - [-] Performance Selection
 - [-] Wed 18/07/2012 10:00 - 13:00 Daffodil Theatre Bump-in
 - [-] Wed 18/07/2012 14:00 - 16:00 Daffodil Theatre Rehearsal
 - [-] **Wed 18/07/2012 19:00 - 22:00 Daffodil Theatre Performance**
 - Room Price
 - [-] Resource Bookings
 - [-] Personnel
 - FOH staff
 - Production staff
 - Security (External)
 - [-] Audio-visual
 - Type 1 Lighting Rig
 - [-] Services
 - Support Services
 - [-] Staging
 - 3m Stage extension
 - Documents
 - Con Events info
 - Tasks
 - History
 - Programme Summary
 - Visitors
 - Tessitura
 - Ticket Sales
 - Reviews
 - [-] Thu 19/07/2012 19:00 - 22:00 Daffodil Theatre Performance
 - [-] Fri 20/07/2012 19:00 - 22:00 Daffodil Theatre Performance
 - [-] Mon 23/07/2012 19:00 - 22:00 Daffodil Theatre Performance

Tessitura Percode: 2081

Tessitura Status: ■ Imported into Tessitura

Report Name: http://TESS/TessEvent/RptSalesByPerf.asp

Sales By Performance

Category	Amount	Tkt Cnt	% Cap	% Bdgt	Other Inc	Total Inc
Capacity	\$70,564	0				
Budget	\$0		0.00%			
Fixed Pkgs	\$0	0	0.00%		\$0	\$0
Non-Fixed Pkgs	\$0	0	0.00%		\$0	\$0
Single Sales	\$41,710	946	59.11%		\$0	\$41,710
Sold At Discount	\$0	0	0.00%		\$0	\$0
Total Sales	\$41,710	946	59.11%		\$0	\$41,710
Variance to Budget	\$41,710					
Reserved/Unpaid	\$0	0	0.00%			
Holds	\$0	0	0.00%			
Lost to Discount	\$0		0.00%			
Available	\$28,854	0	40.89%			
Comps	\$0	0	0.00%			
Total Unsold	\$28,854	638	40.89%			
Collected Resvs/Uns	\$0	0			\$0	\$0



Current Sales Breakdown Buyer Type: Seating Area

Buyer Type	Seating Area	Sold	Net Value	Gross Value	Reserved	Net Reserved	Gross Reserved
Standard	Balcony	280	\$7,000.00	\$7,000.00	0	\$0.00	\$0.00
Standard	Main Floor Prime	526	\$28,930.00	\$28,930.00	0	\$0.00	\$0.00
Standard	Main Floor Rear	104	\$4,160.00	\$4,160.00	0	\$0.00	\$0.00
Standard	Main Floor Side	36	\$1,620.00	\$1,620.00	0	\$0.00	\$0.00
Standard	Main Floor Standing	0	\$0.00	\$0.00	0	\$0.00	\$0.00
Totals		946	\$41,710.00	\$41,710.00	0	\$0.00	\$0.00

Synchronising Contact data

- ▶ Name
- ▶ Address – main and other addresses
- ▶ Telephones – business, fax, mobile etc
- ▶ Emails – primary and others

The screenshot displays three overlapping windows from the Artifax software interface:

- Artifax Event () - [Mr. Graham Bruce]**: Shows contact details for Mr. Graham Bruce, including Name, Address (1277 The Lane, Melbourne VIC 3000), and Phone Numbers (Business: 02 5555 1234, Fax: 02 5555 5678, Mobile: 0555 555 123).
- Tessitura / Artifax Event Common Linking Component**: A dialog box for linking entities. It shows 'Event' (Mr. Graham Bruce) and 'Tessitura' (Graham Bruce) with a chain-link icon. Options include 'No Sync' and 'Sync' (selected), and buttons for 'Copy', 'Change Style', 'Create Link', and 'Break Link'. A status bar at the bottom indicates 'Link exists between Entity 111 and Constituent 48'.
- Constituents - Mr. Graham Bruce**: A detailed view of the constituent record. It includes fields for ID (48), Name (Mr. Graham Bruce), Level, and Membership (Entered: 16/02/2012). Below is a table for contact information:

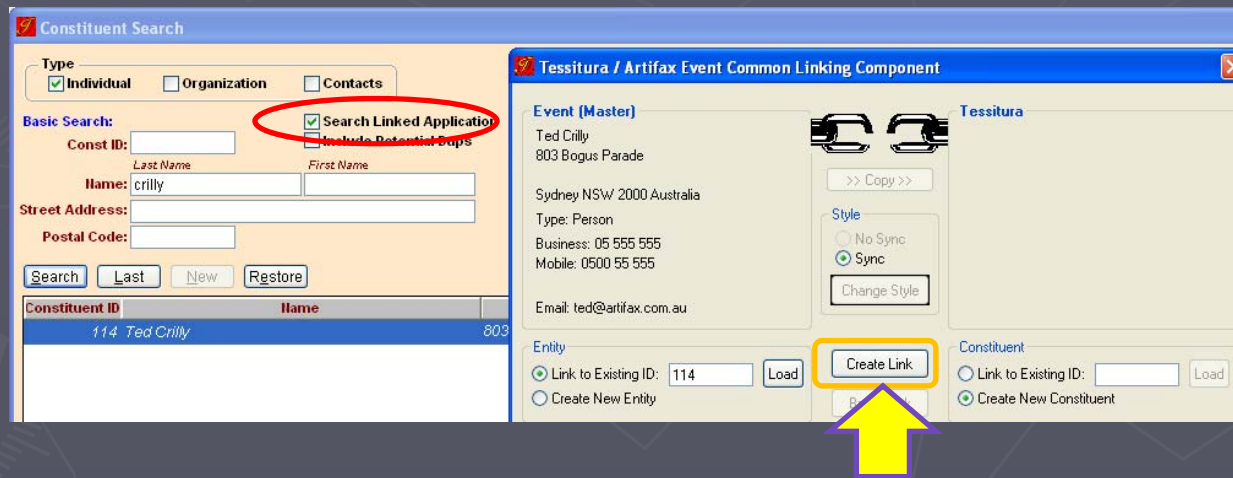
Prefix	First Name	Middle Name	Last Name	Suffix	Gender
Mr	Graham		Bruce		

 Additional fields include 'Metropolitan Opera Lincoln Center New York, NY 10023', 'Salutation 1: Mr. Graham Bruce', 'Str. Address: 1277 The Lane, Melbourne VIC 3000, Australia', and 'Phone 1: 02 5555 1234'.

Synchronising Contact data

Easy to do

- ▶ A name search will search both systems
- ▶ If the name you want to use is on the 'other' system, simply select it – a new record will be created in the 'local' system and automatically synchronised.

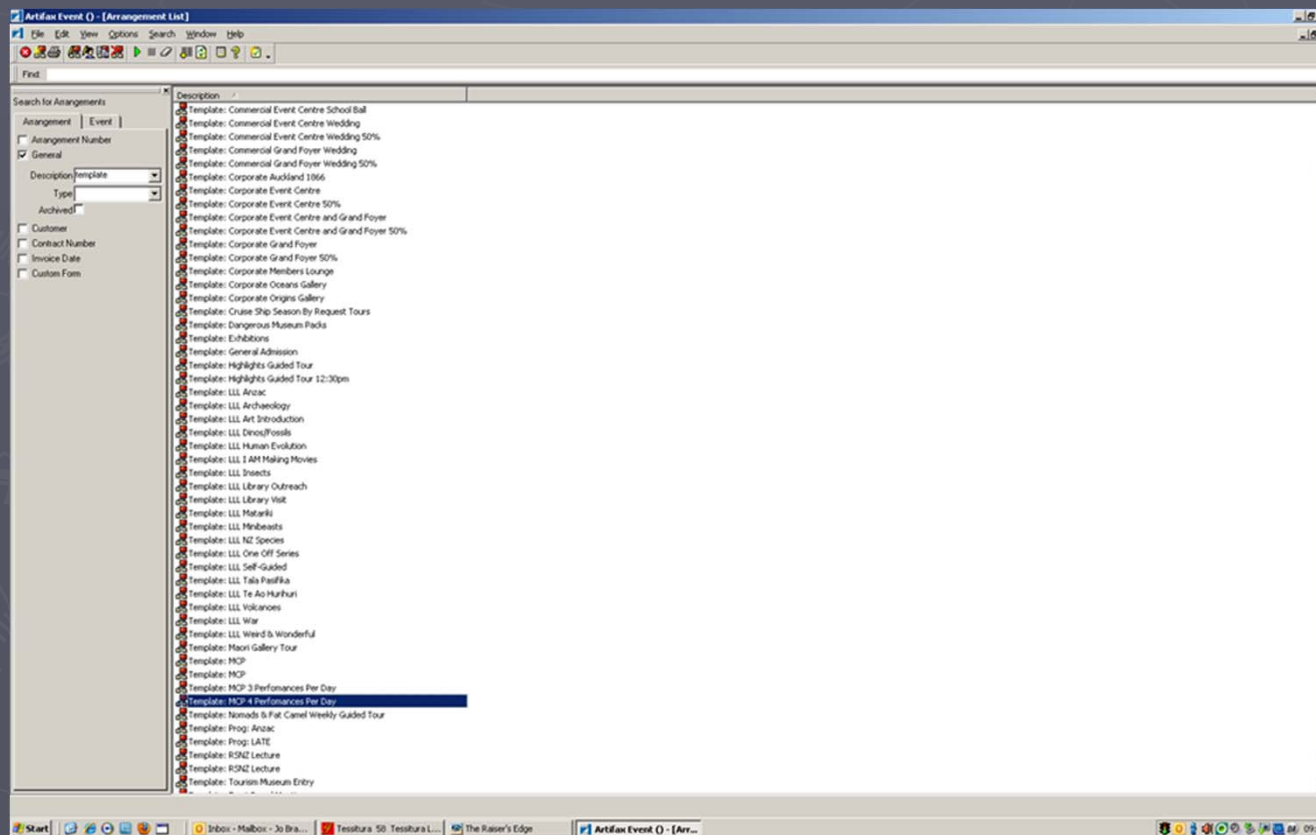


A 6-minute demonstration of the Artifax-Tessitura link is available on YouTube:

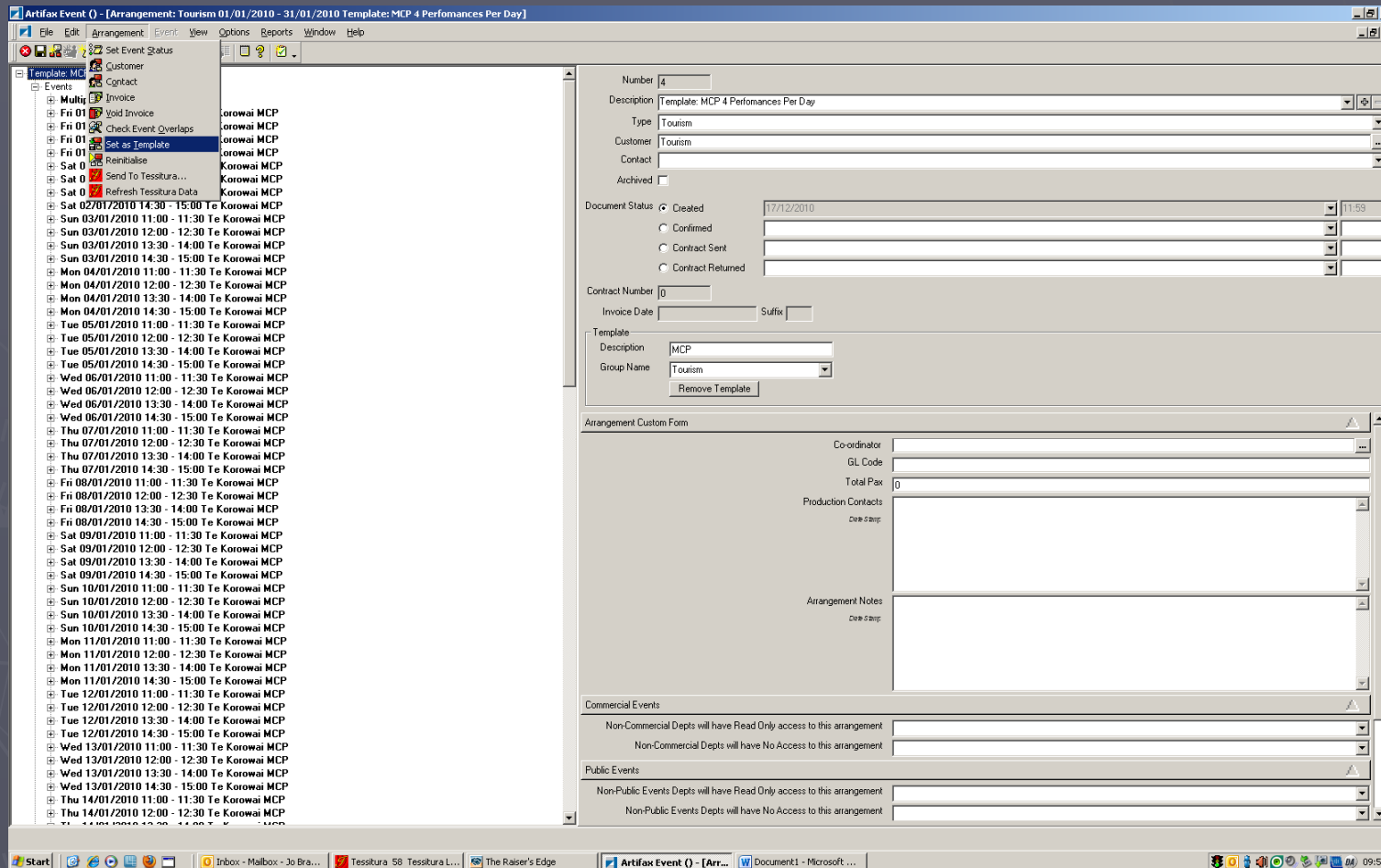
[HTTP://www.youtube.com/watch?v=ACpPUbvhdYo](http://www.youtube.com/watch?v=ACpPUbvhdYo)

Use of the Artifax Link at Auckland Museum

- ▶ Artifax is our secret weapon for setting up regular and adhoc performances in bulk.
- ▶ Step 1: Creating a template for a historical date



Artifax Link: Template Creation



Artifax Link: Template Creation

- ▶ Creating a new template follows the same procedure as creating a new arrangement

The 'New Arrangement' dialog box is shown with the following fields and options:

- Customer: Internal
- Type: Institute: Event
- Description: Template: Test
- Jump straight to creating a new event
- Start Date: 01/01/2010

Buttons at the bottom: < Back, Next >, Finish, Cancel

The 'New Event' dialog box is shown with the 'Dates and Times' tab selected. It includes:

- Event Dates: A calendar for January 2010 with a date range of 31 to 31. The date range is displayed as 31 to 31.
- Start Time: 9:00
- Finish Time: 10:00

Buttons at the bottom: < Back, Next >, Finish, Cancel

The 'New Event' dialog box is shown with the 'Rooms' tab selected. It displays a tree view of rooms/venues/locales:

- Third Floor
 - Event Centre
 - Event Centre Green Room
 - Event Centre Kitchen
 - Event Centre Pre Function East
 - Event Centre Pre Function West
- Second Floor
- First Floor
- Mezzanine Floor
- Ground Floor
- Basement 1
- Museum Footprint
- General Galleries
- Other Meeting Room
- Goods Lift

Buttons at the bottom: < Back, Next >, Finish, Cancel

The 'New Event' dialog box is shown with the 'Other' tab selected. It includes:

- Activity: Auditors
- Performance:
- Status: Galleries Confirmed

Buttons at the bottom: < Back, Next >, Finish, Cancel

Artifax Link: Template Creation

The screenshot displays the Artifax software interface for template creation. The main window, titled "Artifax Event () - [Arrangement: Internal 01/01/2010 - 31/01/2010 Template: Test]", shows a list of events on the left and a detailed form on the right.

Event List (Left Panel):

- Template: Test
 - All Events
 - Performance Selection
 - Tue 05/01/2010 9:00 - 10:00 Event Centre Auditors
 - Wed 06/01/2010 9:00 - 10:00 Event Centre Auditors
 - Thu 07/01/2010 9:00 - 10:00 Event Centre Auditors
 - Fri 08/01/2010 9:00 - 10:00 Event Centre Auditors
 - Sat 09/01/2010 9:00 - 10:00 Event Centre Auditors
 - Mon 11/01/2010 9:00 - 10:00 Event Centre Auditors
 - Tue 12/01/2010 9:00 - 10:00 Event Centre Auditors
 - Wed 13/01/2010 9:00 - 10:00 Event Centre Auditors
 - Thu 14/01/2010 9:00 - 10:00 Event Centre Auditors
 - Fri 15/01/2010 9:00 - 10:00 Event Centre Auditors
 - Sat 16/01/2010 9:00 - 10:00 Event Centre Auditors
 - Sun 17/01/2010 9:00 - 10:00 Event Centre Auditors
 - Mon 18/01/2010 9:00 - 10:00 Event Centre Auditors
 - Tue 19/01/2010 9:00 - 10:00 Event Centre Auditors
 - Wed 20/01/2010 9:00 - 10:00 Event Centre Auditors
 - Thu 21/01/2010 9:00 - 10:00 Event Centre Auditors
 - Fri 22/01/2010 9:00 - 10:00 Event Centre Auditors
 - Sat 23/01/2010 9:00 - 10:00 Event Centre Auditors
 - Sun 24/01/2010 9:00 - 10:00 Event Centre Auditors
 - Mon 25/01/2010 9:00 - 10:00 Event Centre Auditors
 - Tue 26/01/2010 9:00 - 10:00 Event Centre Auditors
 - Wed 27/01/2010 9:00 - 10:00 Event Centre Auditors
 - Thu 28/01/2010 9:00 - 10:00 Event Centre Auditors
 - Fri 29/01/2010 9:00 - 10:00 Event Centre Auditors
 - Sat 30/01/2010 9:00 - 10:00 Event Centre Auditors
 - Sun 31/01/2010 9:00 - 10:00 Event Centre Auditors
 - Riders
 - Documents
 - Arrangement Custom Form
 - Tasks
 - History
 - Testatura
 - Financial
 - Visitors
 - Guest

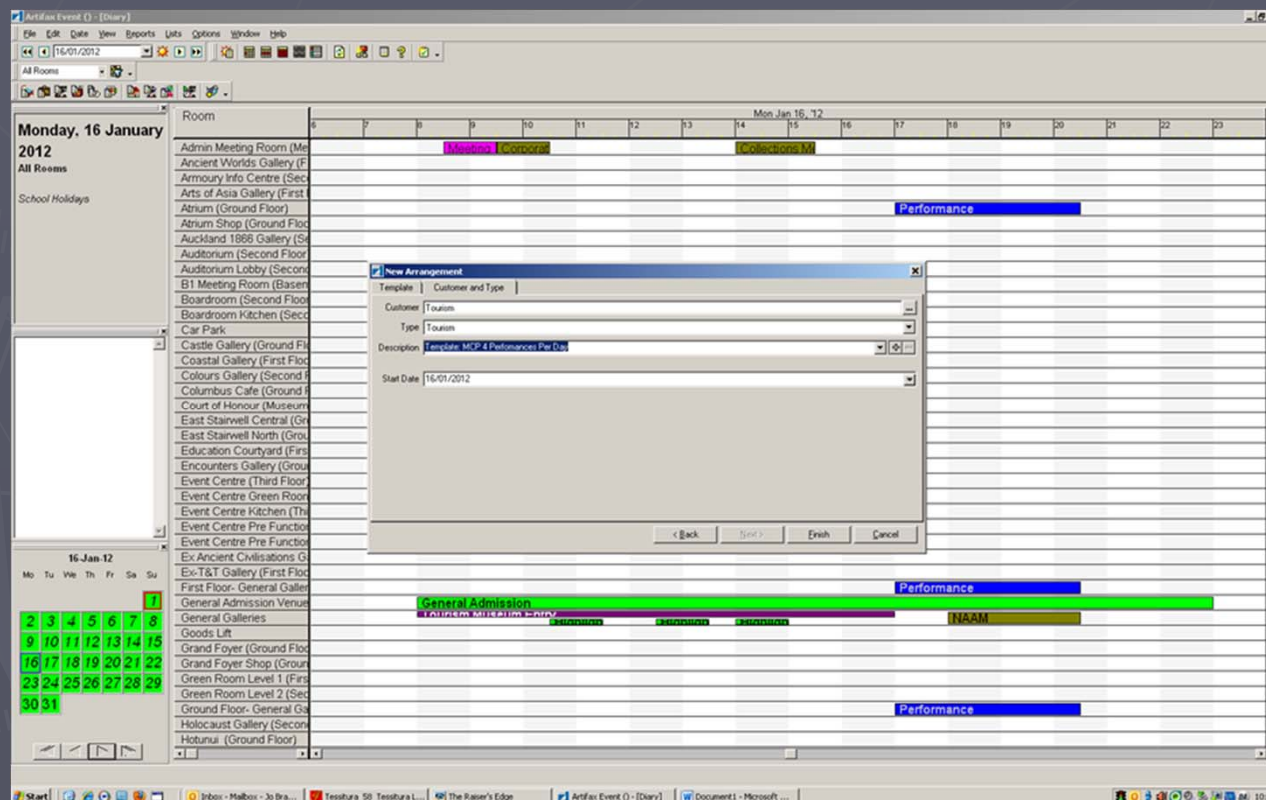
Form Fields (Right Panel):

- Number: <new>
- Description: Template: Test
- Type: Institute: Event
- Customer: Internal
- Contact: [Empty]
- Archived:
- Document Status: Created (selected), Confirmed, Contract Sent, Contract Returned
- Contract Number: 0
- Invoice Date: [Empty] Suffix: [Empty]
- Template: [Empty]
- Group Name: [Empty]
- Arrangement Custom: Commercial Events (selected), Exhibitions, General Admission, Institute, Life Long Learning, Public Events, Reception
- Co-ordinator: [Empty]
- GL Code: [Empty]
- Total Pax: 0
- Production Contacts: [Empty]
- Arrangement Notes: [Empty]
- Commercial Events: [Empty]
- Public Events: [Empty]

The Windows taskbar at the bottom shows the Start button, several open applications including "Inbox - Mailbox - Lisa Tol...", "ANZTRUC 2012", "ANZTRUC Presentation2...", "artifax: screen shots.doc...", "Artifax Event () - [Arr...", and "Adobe Photoshop Elements", and the system clock showing 11:35.

Artifax Link: Creating your Events (as per schedule or on the fly)

- ▶ Creating a New arrangement based on your template
- ▶ Select the first date of the month that you wish the arrangement to cover (we set our arrangements up month by month)



Artifax Link: Creating your Events

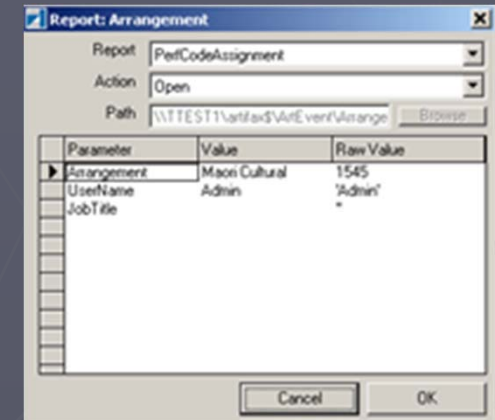
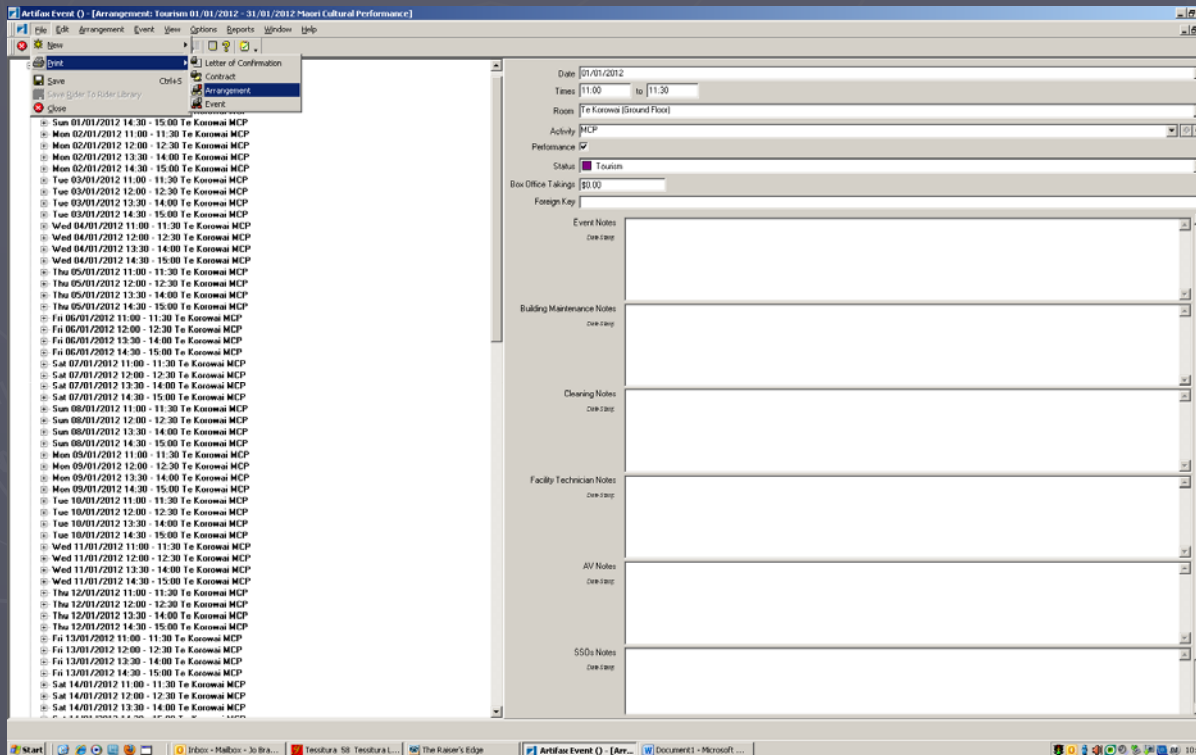
The screenshot displays the Artifax software interface for event management. The main window shows a calendar grid with a list of 124 events. A 'Delete Event' dialog box is open, asking for confirmation to delete an event on Tue 23/01/2012 from 11:00 to 11:30. The event details are: 'Te Koroa (Ground Floor) MCP', Event Number 0, Day of Month 23, Day of Week Mon, and Status Tourists.

Date	From	To	Room	Activity	Event Number	Day of Month	Day of Week	Status
22/01/2012	11:00	11:30	Te Koroa (Ground Floor)	MCP	0	22	Sun	Tourists
	12:00	12:30	Te Koroa (Ground Floor)	MCP	0	22	Sun	Tourists
	13:30	14:00	Te Koroa (Ground Floor)	MCP	0	22	Sun	Tourists
	14:30	15:00	Te Koroa (Ground Floor)	MCP	0	22	Sun	Tourists
23/01/2012	11:00	11:30	Te Koroa (Ground Floor)	MCP	0	23	Mon	Tourists
	12:00	12:30	Te Koroa (Ground Floor)	MCP	0	23	Mon	Tourists
	13:30	14:00	Te Koroa (Ground Floor)	MCP	0	23	Mon	Tourists
	14:30	15:00	Te Koroa (Ground Floor)	MCP	0	23	Mon	Tourists
24/01/2012	11:00	11:30	Te Koroa (Ground Floor)	MCP	0	24	Tue	Tourists
	12:00	12:30	Te Koroa (Ground Floor)	MCP	0	24	Tue	Tourists
	13:30	14:00	Te Koroa (Ground Floor)	MCP	0	24	Tue	Tourists
	14:30	15:00	Te Koroa (Ground Floor)	MCP	0	24	Tue	Tourists
25/01/2012	11:00	11:30	Te Koroa (Ground Floor)	MCP	0	25	Wed	Tourists
	12:00	12:30	Te Koroa (Ground Floor)	MCP	0	25	Wed	Tourists
	13:30	14:00	Te Koroa (Ground Floor)	MCP	0	25	Wed	Tourists
	14:30	15:00	Te Koroa (Ground Floor)	MCP	0	25	Wed	Tourists
	11:00	11:30	Te Koroa (Ground Floor)	MCP	0	26	Thu	Tourists
	12:00	12:30	Te Koroa (Ground Floor)	MCP	0	26	Thu	Tourists
	13:30	14:00	Te Koroa (Ground Floor)	MCP	0	26	Thu	Tourists
	14:30	15:00	Te Koroa (Ground Floor)	MCP	0	26	Thu	Tourists
	11:00	11:30	Te Koroa (Ground Floor)	MCP	0	27	Fri	Tourists
	12:00	12:30	Te Koroa (Ground Floor)	MCP	0	27	Fri	Tourists
	13:30	14:00	Te Koroa (Ground Floor)	MCP	0	27	Fri	Tourists
	14:30	15:00	Te Koroa (Ground Floor)	MCP	0	27	Fri	Tourists
28/01/2012	11:00	11:30	Te Koroa (Ground Floor)	MCP	0	28	Sat	Tourists
	12:00	12:30	Te Koroa (Ground Floor)	MCP	0	28	Sat	Tourists
	13:30	14:00	Te Koroa (Ground Floor)	MCP	0	28	Sat	Tourists
	14:30	15:00	Te Koroa (Ground Floor)	MCP	0	28	Sat	Tourists
29/01/2012	11:00	11:30	Te Koroa (Ground Floor)	MCP	0	29	Sun	Tourists
	12:00	12:30	Te Koroa (Ground Floor)	MCP	0	29	Sun	Tourists
	13:30	14:00	Te Koroa (Ground Floor)	MCP	0	29	Sun	Tourists
	14:30	15:00	Te Koroa (Ground Floor)	MCP	0	29	Sun	Tourists
30/01/2012	11:00	11:30	Te Koroa (Ground Floor)	MCP	0	30	Mon	Tourists
	12:00	12:30	Te Koroa (Ground Floor)	MCP	0	30	Mon	Tourists
	13:30	14:00	Te Koroa (Ground Floor)	MCP	0	30	Mon	Tourists
	14:30	15:00	Te Koroa (Ground Floor)	MCP	0	30	Mon	Tourists
31/01/2012	11:00	11:30	Te Koroa (Ground Floor)	MCP	0	31	Tue	Tourists
	12:00	12:30	Te Koroa (Ground Floor)	MCP	0	31	Tue	Tourists
	13:30	14:00	Te Koroa (Ground Floor)	MCP	0	31	Tue	Tourists
	14:30	15:00	Te Koroa (Ground Floor)	MCP	0	31	Tue	Tourists

The bottom window shows the 'Event Details' form for 'Learning Lab 1 School Visit' on Fri 01/01/2010 from 10:00 to 14:00. The form includes fields for Date, Time, Room, Activity, Performance, Status, Bus Office Takings, Foreign Fee, and several note sections: Event Notes, Building Maintenance Notes, Cleaning Notes, and Facility/Technician Notes.

Artifax Link: Creating your Events

Sending down the Event: Assignment of the perf code



Assigned Tessitura Perf Codes for Maori Cultural Performance
Printed: 16 February 2012

Date	Time	Room	Perfcode
Sunday 1	11:00 - 11:30	Te Korowai - Ground Floor	19286
January 2			
Sunday 1	12:00 - 12:30	Te Korowai - Ground Floor	19287
January 2			
Sunday 1	13:30 - 14:00	Te Korowai - Ground Floor	19288
January 2			
Sunday 1	14:30 - 15:00	Te Korowai - Ground Floor	19289
January 2			
Monday 2	11:00 - 11:30	Te Korowai - Ground Floor	19290
January 2			
Monday 2	12:00 - 12:30	Te Korowai - Ground Floor	19291
January 2			
Monday 2	13:30 - 14:00	Te Korowai - Ground Floor	19292
January 2			
Monday 2	14:30 - 15:00	Te Korowai - Ground Floor	19293
January 2			
Tuesday 3	11:00 - 11:30	Te Korowai - Ground Floor	19294
January 2			
Tuesday 3	12:00 - 12:30	Te Korowai - Ground Floor	19295
January 2			
Tuesday 3	13:30 - 14:00	Te Korowai - Ground Floor	19296
January 2			
Tuesday 3	14:30 - 15:00	Te Korowai - Ground Floor	19297
January 2			
Wednesday 4	11:00 - 11:30	Te Korowai - Ground Floor	19298
January 2			
Wednesday 4	12:00 - 12:30	Te Korowai - Ground Floor	19299
January 2			
Wednesday 4	13:30 - 14:00	Te Korowai - Ground Floor	19300
January 2			
Wednesday 4	14:30 - 15:00	Te Korowai - Ground Floor	19301
January 2			
Thursday 5	11:00 - 11:30	Te Korowai - Ground Floor	19302
January 2			
Thursday 5	12:00 - 12:30	Te Korowai - Ground Floor	19303
January 2			
Thursday 5	13:30 - 14:00	Te Korowai - Ground Floor	19304
January 2			
Thursday 5	14:30 - 15:00	Te Korowai - Ground Floor	19305
January 2			
Friday 6	11:00 - 11:30	Te Korowai - Ground Floor	19306
January 2			
Friday 6	12:00 - 12:30	Te Korowai - Ground Floor	19307
January 2			

Artifax Link: Creating your Events

▶ Sending down the event: Reinitializing

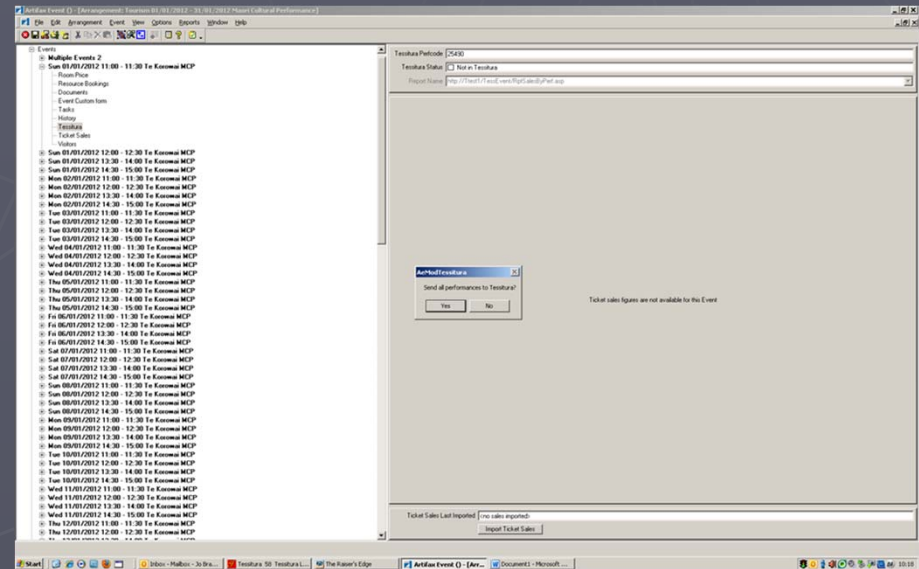
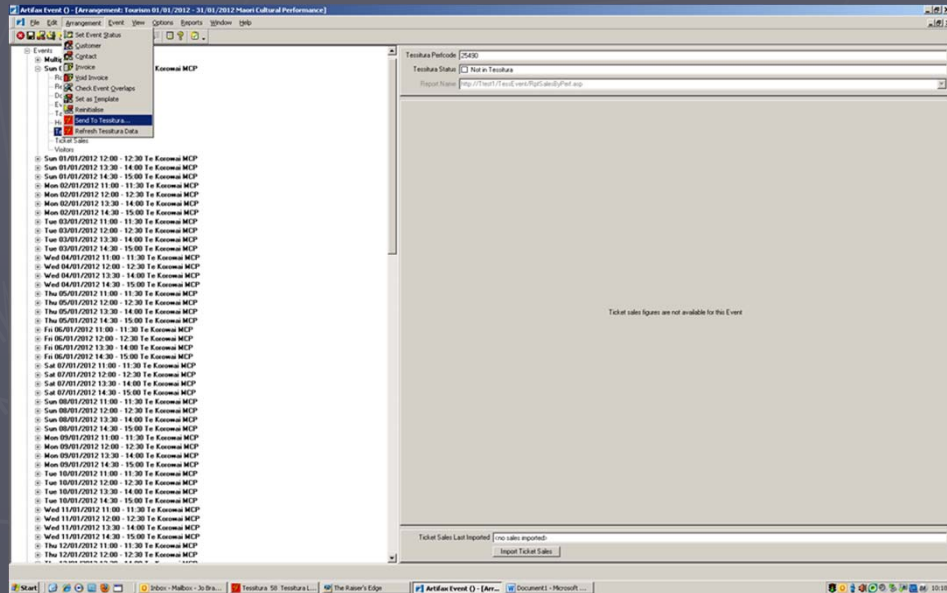
The image displays two screenshots of the Artifax Event software interface, illustrating the process of creating and configuring an event.

Left Screenshot: Shows the 'Event' configuration screen. The main area displays a list of dates and times for the event, including 'Sun 01/01/2012 11:00 - 11:30 To Kenosha MCP'. The left sidebar contains a menu with options like 'Send To Testbox...', 'Print', and 'Send To Testbox...'. The right sidebar shows 'Event Notes', 'Building Maintenance Notes', 'Cleaning Notes', and 'Facility Technician Notes'.

Right Screenshot: Shows the 'Event' configuration screen with a list of dates and times for the event, including 'Sun 01/01/2012 11:00 - 11:30 To Kenosha MCP'. The right sidebar shows 'Ticket Sales' information, including 'Ticket Sales Last Reported: No sales recorded' and an 'Input Ticket Sales' button.

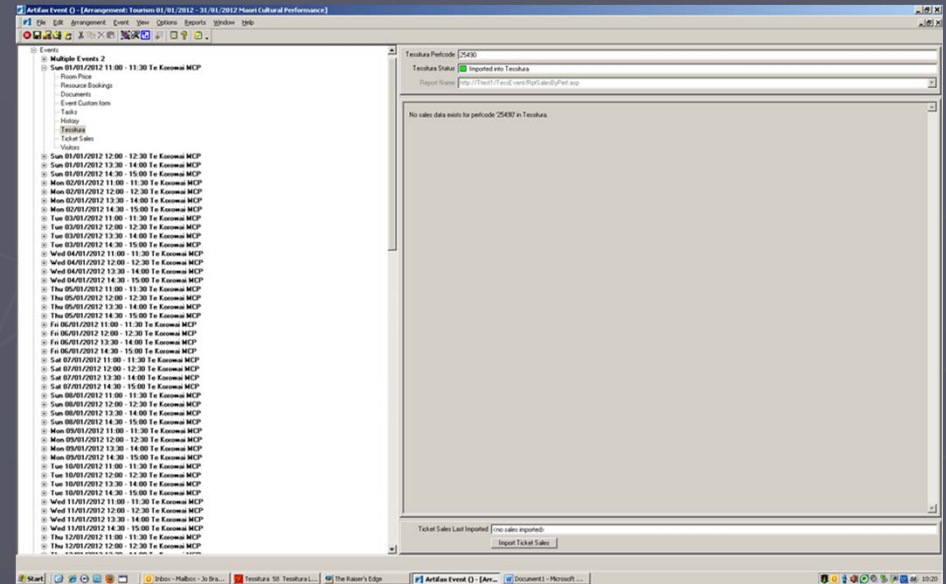
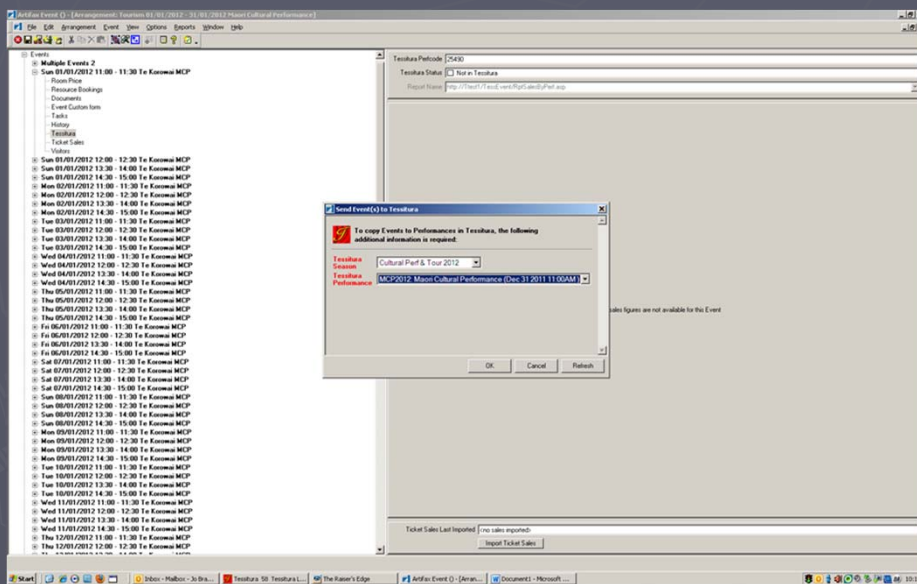
Artifax Link: Creating your Events

▶ Sending down the event: Send to Tessitura



Artifax Link: Creating your Events

▶ Sending down the event: Send to Tessitura



Artifax Link: Creating your Events

- ▶ Within Tessitura (mix of actual performance titles and template titles)

The screenshot shows the 'Maintain Production Elements' window in Tessitura. The 'Titles' tab is active, displaying a table with columns for Title, Composer, and Language. The table lists various production elements, including templates and actual performances, with their respective composers and languages.

Title	Composer	Language
2011 Admission Template		Not Applicable
2011 Cult Per & Tour Template		Not Applicable
2011 Cultural Perform & Tours		Not Applicable
2011 Exhibition Template		Not Applicable
2011 Fazioli		Not Applicable
2011 Fazioli Template	Not Applicable,	Not Applicable
2011 General Museum Admissions		Not Applicable
2011 Halloween		English
2011 Halloween Template	Not Applicable,	English
2011 LATE Season		English
2011 Late Template		Not Applicable
2011 Life Long Learning	Not Applicable,	Not Applicable
2011 LLL CDC Activities	Not Applicable,	English
2011 LLL CDC Activities Temp	Not Applicable,	English
2011 NZ Trio		English
2011 Public Event Lectures		Not Applicable
2011 Public Event Lectures Tem	Not Applicable,	Not Applicable
2011 Schools Templates		Not Applicable
2011 Special Exhibitions		Not Applicable
2011 Taniwha		English
2011 Taniwha Template	Not Applicable,	English
2011 Tourism By ReqTours Temp		Not Applicable
2011 Tourism By Request Tours	Not Applicable,	Not Applicable
2011 Tourism Museum Entry	Not Applicable,	English
2012 Admission Template		Not Applicable
2012 Cult Per & Tour Template		Not Applicable
2012 Cultural Perform & Tours		Not Applicable
2012 General Museum Admissions		Not Applicable
2012 Life Long Learning	Not Applicable,	English
2012 LLL CDC Activities	Not Applicable,	English
2012 LLL CDC Activities Templa	Not Applicable,	English
2012 Schools Templates	Not Applicable,	English
2012 Summer NAAM	Not Applicable,	English
2012 Summer NAAM Template	Not Applicable,	English
2012 Tourism By ReqTours Temp		Not Applicable
2012 Tourism By Request Tours	Not Applicable,	Not Applicable
2012 Tourism Museum Entry	Not Applicable,	English
T2011 NZ Trio Template		English
T2011 Tourism Museum EntryTemp	Not Applicable,	Not Applicable
T2012 Tourism Museum EntryTemp	Not Applicable,	Not Applicable

The screenshot shows the 'Maintain Production Elements' window in Tessitura. The 'Performances' tab is active, displaying a table with columns for Perf. Code, Description, Perf. Date, and Perf. Status. The table lists various performances, including Maori Cultural Performances, with their respective dates and statuses.

Perf. Code	Description	Perf. Date	Perf. Status
19286	Maori Cultural Performance	Sun 1/01/2012 11:00 AM	On Sale
19287	Maori Cultural Performance	Sun 1/01/2012 12:00 PM	On Sale
19288	Maori Cultural Performance	Sun 1/01/2012 1:30 PM	On Sale
19289	Maori Cultural Performance	Sun 1/01/2012 2:30 PM	On Sale
19290	Maori Cultural Performance	Mon 2/01/2012 11:00 AM	On Sale
19291	Maori Cultural Performance	Mon 2/01/2012 12:00 PM	On Sale
19292	Maori Cultural Performance	Mon 2/01/2012 1:30 PM	On Sale
19293	Maori Cultural Performance	Mon 2/01/2012 2:30 PM	On Sale
19294	Maori Cultural Performance	Tue 3/01/2012 11:00 AM	On Sale
19295	Maori Cultural Performance	Tue 3/01/2012 12:00 PM	On Sale
19296	Maori Cultural Performance	Tue 3/01/2012 1:30 PM	On Sale
19297	Maori Cultural Performance	Tue 3/01/2012 2:30 PM	On Sale
19298	Maori Cultural Performance	Wed 4/01/2012 11:00 AM	On Sale
19299	Maori Cultural Performance	Wed 4/01/2012 12:00 PM	On Sale
19300	Maori Cultural Performance	Wed 4/01/2012 1:30 PM	On Sale
19301	Maori Cultural Performance	Wed 4/01/2012 2:30 PM	On Sale
19302	Maori Cultural Performance	Thu 5/01/2012 11:00 AM	On Sale
19303	Maori Cultural Performance	Thu 5/01/2012 12:00 PM	On Sale
19304	Maori Cultural Performance	Thu 5/01/2012 1:30 PM	On Sale
19305	Maori Cultural Performance	Thu 5/01/2012 2:30 PM	On Sale
19306	Maori Cultural Performance	Fri 6/01/2012 11:00 AM	On Sale
19307	Maori Cultural Performance	Fri 6/01/2012 12:00 PM	On Sale
19308	Maori Cultural Performance	Fri 6/01/2012 1:30 PM	On Sale
19309	Maori Cultural Performance	Fri 6/01/2012 2:30 PM	On Sale
19310	Maori Cultural Performance	Sat 7/01/2012 11:00 AM	On Sale
19311	Maori Cultural Performance	Sat 7/01/2012 12:00 PM	On Sale
19312	Maori Cultural Performance	Sat 7/01/2012 1:30 PM	On Sale
19313	Maori Cultural Performance	Sat 7/01/2012 2:30 PM	On Sale
19314	Maori Cultural Performance	Sun 8/01/2012 11:00 AM	On Sale
19315	Maori Cultural Performance	Sun 8/01/2012 12:00 PM	On Sale
19316	Maori Cultural Performance	Sun 8/01/2012 1:30 PM	On Sale
19317	Maori Cultural Performance	Sun 8/01/2012 2:30 PM	On Sale
19318	Maori Cultural Performance	Mon 9/01/2012 11:00 AM	On Sale
19319	Maori Cultural Performance	Mon 9/01/2012 12:00 PM	On Sale
19320	Maori Cultural Performance	Mon 9/01/2012 1:30 PM	On Sale
19321	Maori Cultural Performance	Mon 9/01/2012 2:30 PM	On Sale
19322	Maori Cultural Performance	Tue 10/01/2012 11:00 AM	On Sale
19323	Maori Cultural Performance	Tue 10/01/2012 12:00 PM	On Sale
19324	Maori Cultural Performance	Tue 10/01/2012 1:30 PM	On Sale
19325	Maori Cultural Performance	Tue 10/01/2012 2:30 PM	On Sale
19326	Maori Cultural Performance	Wed 11/01/2012 11:00 AM	On Sale

Q & A

