Event Application Platform
Scope of Work 2025-2026

Period of Performance: August 15, 2025, through June 30, 2026

Goal:
To find an event management platform that streamlines event organization, ticketing, attendee engagement, and on-site operations.

Objectives
- Provide a user-friendly platform for event management.
- Enable secure and flexible payment processing for participants/exhibitors.
- Enhance attendee engagement and data capture.
- Offer a mobile event app for enhanced attendee experience.
- Offer badge printing available on-site.
- Ensure two events with combined users of 1200 in a 12-month period.

Activities and Deliverables:
Please provide a proposal for the following:

1.1 Payment Processing
- Integration with Stripe for online payments.
- Support for invoice management and offline payment options.

1.2 Ticketing
- Unlimited ticket types (e.g., General Admission, VIP, Exhibitors).
- Unlimited custom fields for ticket forms (e.g., dietary preferences).
- Discount and access code management for promotions and restricted access (hidden ticket).
- Group booking functionality for bulk ticket purchases.

1.3 Registration & Access
- Self service account for attendees created during registration.
- Lead capture forms for attendee data collection.
- Discount and access codes are available during registration.

1.4 On-Site Operations
- Badge printing capabilities, including a badge designer for custom layouts compatible with Zebra Printers (Model ZD621).
- Real-time attendee check-in tracking.

1.5 Attendee Engagement
- Mobile event app for event schedules, networking, unlimited custom filters, and notifications/announcements.
- Session Check-In for attendance
- Gamification features (e.g., points, challenges).
  - The ability to track points on a leaderboard
  - The ability to make updates to the game without shutting the game down.
- Surveys and polls for feedback and engagement.

- Threaded chat for attendee interaction. (Direct Messaging)
- Virtual Exhibitor Booths

1.6 Administration
- Invoice management for organizers and attendees.
- Reporting and analytics dashboard for ticket sales, attendance, and engagement metrics.
- Ability to build custom reports based on demographics.

2. Deliverables
- Fully functional web-based event platform with all features listed above.
- Mobile event app (iOS and Android).
- Documentation for administrators and end-users.
- Training materials and onboarding support (live demo).
- Ongoing maintenance and support plan.

Invoicing Schedule
- Master Account Access (34%)
- Completion of December 10 event (33%)
- Completion of May 4-5 event (33%)