Welcome to EventCamp's Quick Tips Series for event and association managers.

We are here to assist our event and association managers with managing their events as efficiently as possible!

This EventCamp Quick Tip is about creating Packages (Level 1 and Level 2)

Packages consist of TWO THINGS:

1) Individual Tickets (Gala, Golf, Conference Pass, etc.)
2) Package Items (Emcee Mentions, ¼ page ad, Exhibitor Booth, etc.)

Creating Packages

Event Manager Guide – Level 1 and Level 2 Packages

To create a Level 1 or Level 2 package including package items and/or tickets, follow these steps:

Step 1. Create the tickets you want to add to a package. For example:
- (Sponsor pass for sponsorship packages (Gold, Silver, Bronze)
- Exhibitor pass for exhibitor booths
- Gala Dinner pass for Tables of 8 or 10

Step 2. Create package items. For example:
- Emcee Mentions, Social media posts, tent cards on tables, etc.
- Exhibitor Booth

3. Once you have created your package and tickets, you can add them to your Level 1 Or Level 2 Packages.

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Creating Packages

Event Manager Guide – Level 1 and Level 2 Packages

When you have created your Level 1 or Level 2 package, it will appear on your main landing page, and ready for sale! (To hide or make package private, go to Edit Mode, select the package and choose the hide or private package option.)

Sponsorship Packages ▼

Presenting Sponsor ∨   1 LEFT

$25,000.00   ⊖ 0 ⊕

Description:

This is a one of a kind package...

- 6 Sponsor Pass
- 1 Emcee Mention
- 1 Signage on the Big Screen
- 1 Website Logo
- 1 Full page ad
- 1 Logo in the program

Gold Sponsor ∨   1 LEFT

$20,000.00   ⊖ 0 ⊕

Silver Sponsor ∨   1 LEFT

$15,000.00   ⊖ 0 ⊕

Bronze Sponsor ∨   1 LEFT

$10,000.00   ⊖ 0 ⊕

Breakfast Sponsor ∨   1 LEFT

$10,000.00   ⊖ 0 ⊕

Built by an event manager,
FOR **association and event managers**

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Creating Packages

Event Manager Guide – Level 1 and Level 2 Packages

When tickets have been purchased, EventCamp tracks those sales in real-time, in Report Mode.

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Tickets

At a glance Tickets | Tickets with Details

Ticket Sale Durations

Regular		ACTIVE
Start 02/24/2026 2:53 PM	End 06/11/2027 2:54 PM	

Tickets

NAME		LIMIT	SOLD	AVAILABLE	
General Conference Pass	▼	200	0	200	View
Extra Exhibitor Pass	▼	1000	0	1000	View
Gala Ticket	▼	100	0	100	View
Individual Golf Pass	▼	1000	0	1000	View
Planning Committee Pass	▼	100	0	100	View
Sponsor Pass	▼	1000	4	996	View
Exhibitor Pass	▼	1000	0	1000	View
Table of 10	▼	1000	0	1000	View
Foursome Golf Pass	▼	1000	0	1000	View

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Creating Packages

Event Manager Guide – Level 1 and Level 2 Packages

When a Level 1 or Level 2 package has been purchased, EventCamp tracks the package items, tickets, and the packages themselves in Report Mode

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Packages

[At a glance Packages] [Packages with Details]

Package Items

NAME	QTY	SOLD	AVAILABLE	
1/4 page ad	10001	0	10001	View
Emcee Mention	1000	1	999	View
Signage on the Big Screen	1000	1	999	View
3/4 page ad	1000	1	999	View
1/2 page ad	1000	1	999	View
Website Logo	1000	1	999	View
Full page ad	1000	0	1000	View
Exhibitor Booth - Single	100	0	100	View
Exhibitor Booth - Double	100	0	100	View
Hallway Booth	100	0	100	View
Electricity	2000	0	2000	View
Chairs	2000	0	2000	View
Logo in the program	1000	1	999	View
Exhibitor Booth - Quad	100	0	100	View

Level 1 Packages

NAME		LIMIT	SOLD	AVAILABLE	
Presenting Sponsor	▼	1	0	1	View
SOLD OUT Gold Sponsor	▼	1	1	0	View
Silver Sponsor	▼	1	0	1	View

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Creating Packages

Event Manager Guide – Example of a Sponsorship Package

A 'typical' package includes sponsorship entitlements (things that a sponsor expects receive for their financial contribution; and passes, or tickets, to the event for their organization's staff.

EXAMPLE:

PRESENTING SPONSOR
$25,000

Package Items (not people or tickets):

- Emcee mention
- Signage on the Big Screen
- Website Logo
- Full Page Ad
- Logo in the Program

Tickets or individuals needing registration:

- 6 Sponsor Pass

Sponsorship Packages ▼

Presenting Sponsor ⌄   9 LEFT

$25,000.00   ⊖   0   ⊕

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Creating Packages

Event Manager Guide – Example of a Sponsorship Package

A 'typical' package includes sponsorship entitlements (things that a sponsor expects receive for their financial contribution); and passes, or tickets, to the event for their organization's staff and guests

EXAMPLE:

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$25,000

Package Items (not people or tickets):

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