



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.

- General
- Registration Forms
- Call For Presenters
- Agendas
- Extras
- Tickets**
- Packages**
- Package Items
- Manage Packages
- Waitlist Settings
- Discounts
- Custom Reports
- Nametags
- Sharing
- Survey
- Merchandise
- Review/Launch
- Back to Event Centre

Add/Edit Package

Name*

Package Description

Price Limit

Limit per Order

Tickets

General Conference Pass	Qty	0	Extra Exhibitor Pass	Qty	0
Gala Ticket	Qty	0	Individual Golf Pass	Qty	0
Planning Committee Pass	Qty	0	Sponsor Pass	Qty	0
Exhibitor Pass	Qty	0	Table of 10	Qty	0
Foursome Golf Pass	Qty	0			

Package Items

¼ page ad	Qty	0
Emcee Mention	Qty	0
Signage on the Big Screen		

- General
- Registration Forms
- Call For Presenters
- Agendas
- Extras
- Tickets
- Packages**
- Package Items
- Manage 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.)

The screenshot displays a 'Sponsorship Packages' section with a dropdown arrow. It lists five packages, each with a name, price, and a quantity of '1 LEFT'. Each package has a minus sign, a '0' in the center, and a plus sign for quantity adjustment. The packages are:

Package Name	Price	Quantity
Presenting Sponsor	\$25,000.00	1 LEFT
Gold Sponsor	\$20,000.00	1 LEFT
Silver Sponsor	\$15,000.00	1 LEFT
Bronze Sponsor	\$10,000.00	1 LEFT
Breakfast Sponsor	\$10,000.00	1 LEFT

The 'Presenting Sponsor' package includes a description: 'This is a one of a kind package...' and a list of items:

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



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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.

The screenshot shows the EventCamp interface. On the left is a navigation menu with icons for Home, General, Tickets, Packages, Merchandise, and Registration. The 'Tickets' menu item is highlighted. The main content area shows the 'Tickets' section with two buttons: 'At a glance Tickets' and 'Tickets with Details'. Below this is a 'Ticket Sale Durations' section for 'Regular' tickets, showing a start date of 02/24/2026 2:53 PM and an end date of 06/11/2027 2:54 PM, with an 'ACTIVE' status. The main part of the screenshot is a table listing various ticket packages with columns for NAME, LIMIT, SOLD, and AVAILABLE. Each row also has a 'View' link and a dropdown arrow.

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

Built by an event manager,
FOR association and event managers

www.eventcamp.ca



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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

The screenshot shows the EventCamp interface with a sidebar menu on the left. The 'Packages' menu item is highlighted. The main content area displays a report titled 'Packages' with two sections: 'Package Items' and 'Level 1 Packages'. The 'Package Items' section has columns for NAME, QTY, SOLD, and AVAILABLE, with a 'View' link for each row. The 'Level 1 Packages' section has columns for NAME, LIMIT, SOLD, and AVAILABLE, with a 'View' link for each row. A 'SOLD OUT' badge is visible next to the 'Gold Sponsor' row.

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

Description:

This is a one of a kind package...

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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:

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

Description:

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