



RSVP

## How It Works?

UNIQUE CULINARY EXPERIENCES

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### Register & Create Profile

Before you can list your events, you need to register on our sign-up page

- × Free to sign-up
- × Free to list and manage your events
- × Sell tickets for your event:
  - 3.5% admin fee
  - pass fee to the guest or cover from your sales

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### Create Your Event

Set-up your event listing to your likings and use our built-in features

- × Write an appetizing event description
- × Add a sharp picture (food or atmosphere shots work best)
- × Set your seating options, number of available seats and prices
- × Connect with your social media

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### Publish Event

Confirm your listing and submit details for approval to publish

- × Find this in the last step of the listing wizard. Be sure to click Save after.
- × Receive feedback or approval within 24 hrs from RSVP
- × We check for errors so you have a professional listing

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### Promote Event

Share your event on all channels and start selling

- × Exposure of your event listing on RSVP
- × Share the unique URL of your event listing on social media, newsletters, and digital ads
- × Add RSVP's booking widget to your own website to use existing traffic
- × Use RSVP's sales & marketing tools for greater reach

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### Manage Event

Use RSVP's platform to review and manage your event

- × Track and manage bookings
- × Review and download guest list
- × Own, access and use all contact details for pre- and post-event management
- × Profile view - review and compare all event listings
- × Plan a budget, and track expenses and revenue
- × Send invoices to guests