

Tip	Why	How	Supports % score
<p><b>Complete all elements of the overview page</b></p>	<p>The overview gives us the facts about your venue but also allows you to link your profile to other social media sites. This will give a really good picture of who you are as an organisation.</p>	<ul style="list-style-type: none"> <li>The score on this is very high because it really means a lot to the clients and agent using EDGE venues. They want to know everything, and they won't waste their time if all the information is not there and they have to go elsewhere to find it.</li> </ul>	<p><b>Add all information = 31%</b></p>

**Note that the venue description and the Longitude and Latitude fields can be updated by the data team**

**EDGE venues** LOGOUT

VENUES EDGE PLUS AGENCY EDGE PROFILE ANALYTICS SHORTLISTS SAVED SEARCHES NOTES SEARCH VENUES

**MANAGE VENUE: /trinity-towers** VIEW VENUE

Your venue profile is 100% complete

Overview

Images

Contacts

Accommodation

Meeting Rooms

Conference Pricing

Facilities & Technical

Commission

**HOTEL NAME**  
Trinity Towers

**HOTEL GROUP**

**TOTAL BEDROOMS**  **TOTAL MEETING ROOMS**  **MAX CAPACITY**  **STAR RATING**

**VENUE TYPE**  


 Christmas Party Venues  Exclusive Use Venues  Hotels  Conference Centres  Outdoor Event Space  Gardens & Grounds   
 Roof Gardens & Terrace  4-5 Star Hotels  5 Star Hotels

**VENUE DESCRIPTION**  
 Trinity Towers is an extremely flexible venue, offering a large number of high tech meeting spaces. Fabulous venue with outdoor meeting space overlooking the Lincolnshire countryside.  
If you'd like your venue description to be updated please contact us (email, phone number & live chat links are in the footer).

**GENERAL CONTACT DETAILS**

**PHONE**  **EMAIL**  **WEBSITE**

**TWITTER**  **INSTAGRAM**  **SNAPCHAT**

## Upload as many images as you can

Let your images do the talking – showcase your venue to it's full potential by adding as many fabulous images to the gallery, meeting rooms and accommodation section.

- Make sure the dimensions fit minimum (600px wide by 1000px height, JPEG)
- Upload your images in each area of EDGE, i.e bedrooms, meeting rooms, front of hotel
- Build up your gallery
- Preview the site and see how you look this is an instant upload
- Select a featured image to showcase your venue

**Add images to gallery, meeting rooms and bedroom = 15%**

**Note to select a featured image then pick your preferred image from the gallery and tick the star on the top left hand corner. The green star indicates the featured image**

The screenshot shows the 'MANAGE VENUE' interface for 'trinity-towers'. The top navigation bar includes 'EDGE venues', 'LOGOUT', and 'SEARCH VENUES'. Below the navigation, there are links for 'VENUES', 'EDGE PLUS', 'AGENCY EDGE', 'PROFILE', 'ANALYTICS', 'SHORTLISTS', 'SAVED SEARCHES', and 'NOTES'. The main heading is 'MANAGE VENUE: /trinity-towers' with a 'VIEW VENUE' button. A sub-heading indicates 'Your venue profile is 100% complete'. On the left, a sidebar menu lists: Overview, Images, Contacts, Accommodation, Meeting Rooms, Conference Pricing, Facilities & Technical, and Commission. The main content area features an 'Upload Image' section with a dashed box and instructions: 'Upload Image', 'FILE TYPE: jpg/png', and 'SIZE: min: 600px, max: height: 1000px'. Below this, a grid of image thumbnails is displayed, each with a star icon in the top-left corner. The first thumbnail in the first row has a green star, indicating it is the featured image. The grid contains 10 thumbnails showing various interior views of the venue.

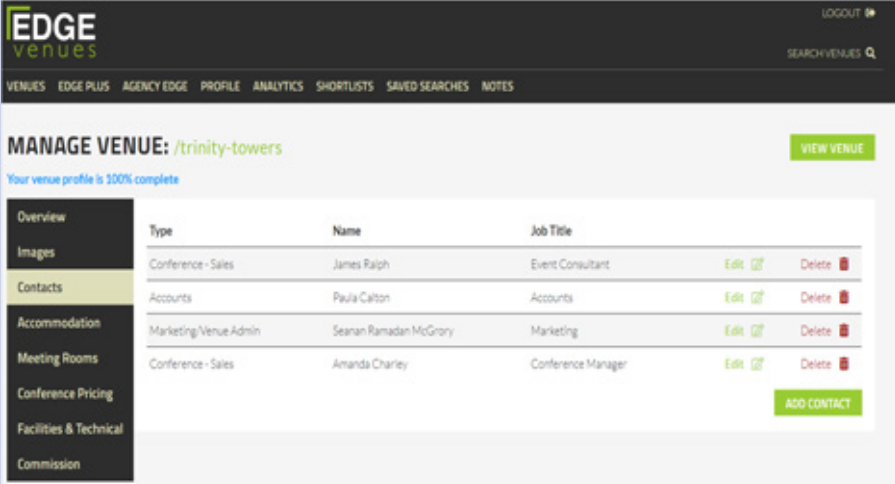
**Add as many contacts as you can**

No contacts means NO contact - add 3 contacts (at least ONE of EACH of the following contacts; Conference & Events, Accounts & also Marketing)

- These contacts will only show on the site as generic click throughs
- A user will only see the contacted telephone number and email address once they click on the link

**Add at least 3 contacts = 6%**

**In order to receive enquiries you will need to add a conference and events contact**



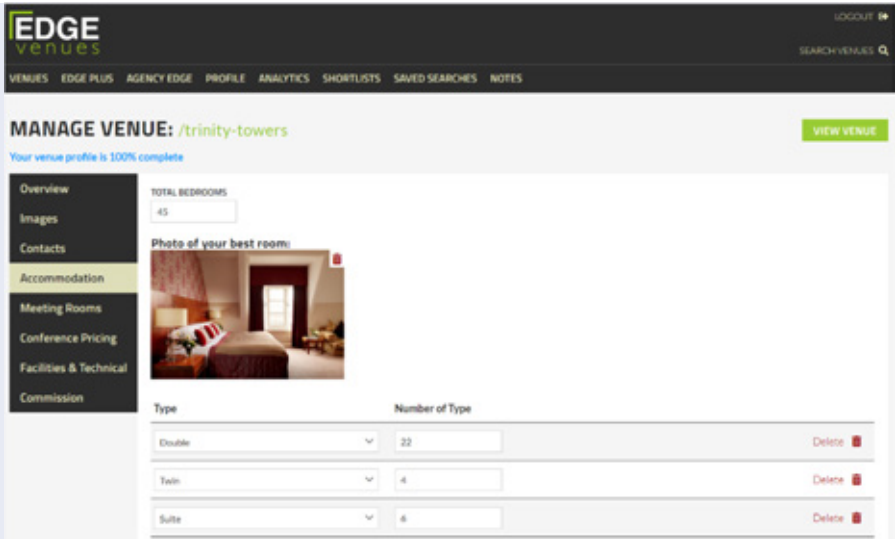
**Accommodation**

Tell your client the type of bedrooms available and how many of each category that you have

- Complete all fields and upload images for the accommodation

**Complete each field = 3%**

Providing this information now will help when completing RFP's in the future as this information will automatically populate the proposal

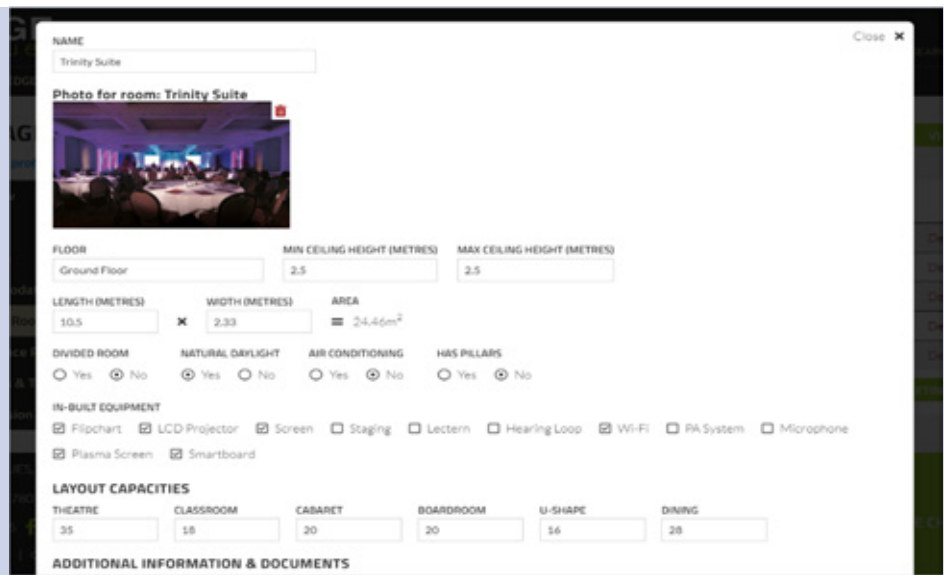


Meeting Room images this is super important !!!!

These images will bring your meeting room to life as they will show on all proposals and also your venue profile. You will only have to do this once!!!

- Make sure the dimensions fit minimum (600px wide by 1000px height, JPEG)
- Upload your images for each meeting room

Images will sell your meeting rooms and help clients to visualise what they are looking to achieve



The screenshot shows a web form for a meeting room named 'Trinity Suite'. It includes a photo of the room, a 'NAME' field with the value 'Trinity Suite', and a 'Photo for room: Trinity Suite' section. Below the photo are several input fields: 'FLOOR' (Ground Floor), 'MIN CEILING HEIGHT (METRES)' (2.5), and 'MAX CEILING HEIGHT (METRES)' (2.5). There are also fields for 'LENGTH (METRES)' (10.5), 'WIDTH (METRES)' (2.33), and 'AREA' (24.46m<sup>2</sup>). The form has sections for 'DIVIDED ROOM', 'NATURAL DAYLIGHT', 'AIR CONDITIONING', and 'HAS PILLARS', each with radio buttons for 'Yes' and 'No'. An 'IN-BUILT EQUIPMENT' section lists various items with checkboxes: Filochart, LCD Projector, Screen, Staging, Lectern, Hearing Loop, Wi-Fi, PA System, Microphone, Plasma Screen, and Smartboard. A 'LAYOUT CAPACITIES' section has input fields for 'THEATRE' (35), 'CLASSROOM' (18), 'CABARET' (20), 'BOARDROOM' (20), 'U-SHAPE' (16), and 'DINING' (28). At the bottom, there is a section for 'ADDITIONAL INFORMATION & DOCUMENTS'.

Add all your Meeting Rooms

The details in the meeting rooms. Tell your clients what they need to know about your meeting rooms from what floor it is located on, is there natural daylight or pillars, is the meeting room dividable. There's lots of detail you can share with your potential clients.

- You will only update this information once and it will form the basis of all proposals
- This information will also provide the basis for the search results

Add images & complete each field for meeting rooms = 15%

All the information loaded on here will be visible when a client or agent views your venue profile. Show them what you can offer

The screenshot shows the 'MANAGE VENUE' interface for 'trinity-towers'. The top navigation bar includes 'EDGE venues', 'VENUES', 'EDGE PLUS', 'AGENCY EDGE', 'PROFILE', 'ANALYTICS', 'SHORTLISTS', 'SAVED SEARCHES', 'NOTES', 'LOGOUT', and 'SEARCH VENUES'. The main heading is 'MANAGE VENUE: /trinity-towers' with a 'VIEW VENUE' button. Below this, it states 'Your venue profile is 100% complete'. A sidebar menu on the left lists: Overview, Images, Contacts, Accommodation, Meeting Rooms (highlighted), Conference Pricing, Facilities & Technical, and Commission. The main content area is a table of meeting rooms:

Name		
Trinity Suite	<a href="#">Edit</a>	<a href="#">Delete</a>
EDGE Suite	<a href="#">Edit</a>	<a href="#">Delete</a>
Pharma	<a href="#">Edit</a>	<a href="#">Delete</a>
R&M	<a href="#">Edit</a>	<a href="#">Delete</a>
Vision	<a href="#">Edit</a>	<a href="#">Delete</a>

An 'ADD MEETING ROOM' button is located at the bottom right of the table.

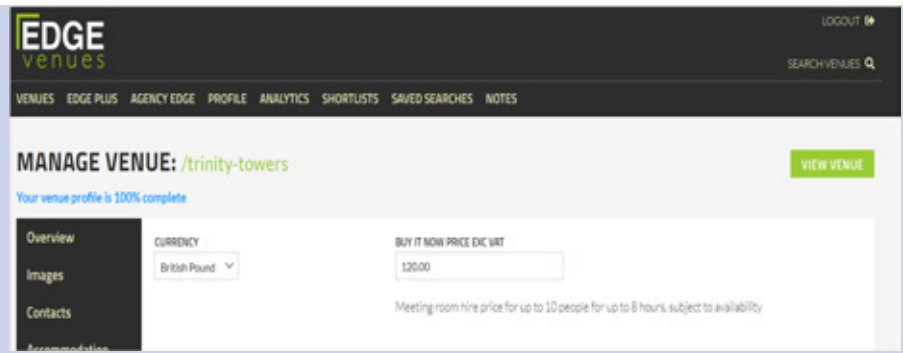
## Buy it Now

Buy it now – for clients and agents who are looking for a meeting rooms for a maximum of 10 people. It has been created to help secure short-lead bookings. It is subject to availability by venues and the price can be changed at any time. Price will be based on room hire only, the cost for catering and AV will be in addition.

- Add your rate for a meeting room for 10 people
- If you cannot honor the price or availability you can reject the enquiry and it will be picked up internally
- All Buy it Now's are commissionable
- We ask for a response time within 2 hours
- All bookings will be secured by client credit card

**Add all information = 7%**

Help secure bookings for short lead enquiries or for smaller meeting rooms by adding a Buy it Now price



**Conference Package Pricing**

Add the Conference Packages Prices for Day Delegate Rates and 24-hour rates.

- Complete all fields and show what clients what they can receive
- Prices are Exc vat
- Prices are a guideline and not based on live availability

**Complete the Conference Packages Prices = 6%**

Providing this information now will help when completing RFP's in the future as this information will automatically populate the proposal

### 24 HOUR DELEGATE RATE

PRICE EXC VAT: 120.0000    MIN NUMBERS: 10

**INCLUDED EQUIPMENT**

MAIN ROOM HIRE   
  FLIPCHART   
  FREE WIFI   
  STATIONARY

Yes    No  
  Yes    No  
  Yes    No  
  Yes    No

OTHER EQUIPMENT: LCD Projector and screen

NOTES: Upgrade option to superior rooms is available for £20 per person per night extra

**INCLUDED HOSPITALITY**

Type	Included	Details	Additional Info
Arrival Tea & Coffee	<input checked="" type="radio"/> Yes <input type="radio"/> No	With bacon butties	Outside the main meeting room
Mid Morning Break	<input checked="" type="radio"/> Yes <input type="radio"/> No	Tea, coffee and tray bakes	Inside the main meeting room

## Facilities and Technical

Facilities and technical – let your clients know if you are wheelchair accessible, DDR Compliant, offer onsite parking, catering, onsite and offsite facilities

- Add your Wi-Fi statement and CSR links from your own website
- Tell clients about parking
- Are you DDA compliant?
- Do you allow own catering or external caterers?

Complete all the fields = 17%

It is important for clients and agents to have access to the additional information that they require to make a decision on what venue they will place their business with. Add all the additional information required.

The screenshot shows the 'MANAGE VENUE' interface for 'trinity-towers'. The page is 100% complete. A sidebar on the left contains navigation links: Overview, Images, Contacts, Accommodation, Meeting Rooms, Conference Pricing, Facilities & Technical (highlighted), and Commission. The main content area is divided into sections: CATERING, PARKING, CONNECTIVITY, DISABLED ACCESS, and LEISURE. Each section contains various input fields and radio buttons for configuration.

**EDGE venues** LOGIN

VENUES EDGE PLUS AGENCY EDGE PROFILE ANALYTICS SHORTLISTS SAVED SEARCHES NOTES

SEARCH VENUES

### MANAGE VENUE: /trinity-towers

Your venue profile is 100% complete [VIEW VENUE](#)

**CATERING**

OWN CATERING:  Yes  No

OUTSIDE CATERING:  Yes  No

TOTAL RESTAURANTS:

LUNCH/DINNER CAPACITY:

RECEPTION CAPACITY:

**PARKING**

ON SITE PARKING SPACES:

FREE ON SITE PARKING:  Yes  No

OFF SITE PARKING:  Yes  No

**CONNECTIVITY**

LINK TO WIFI STATEMENT:

**DISABLED ACCESS**

WHEELCHAIR ACCESSIBLE:  Yes  No

DDA COMPLIANT:  Yes  No

**LEISURE**

ON SITE LEISURE FACILITIES: