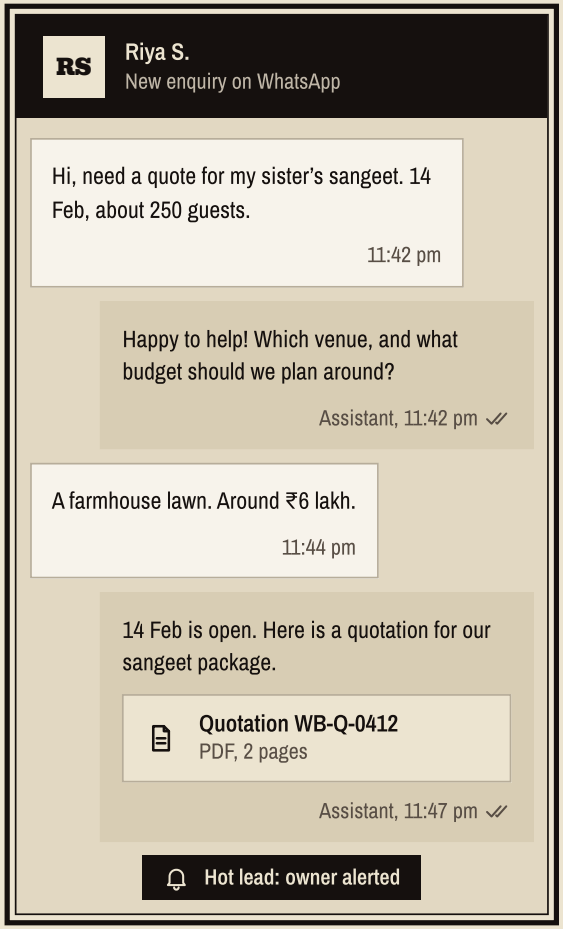
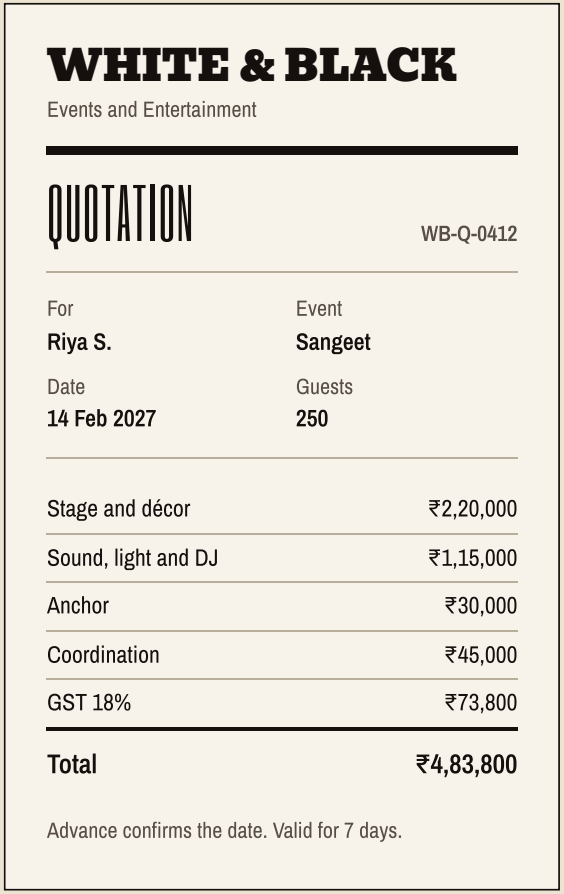
FIVE AUTOMATIONS FOR WHITE & BLACK, ENQUIRY TO FINAL PAYMENT

Built for shows, parties, weddings and corporate events, so nothing slips.

BOOK A CALL

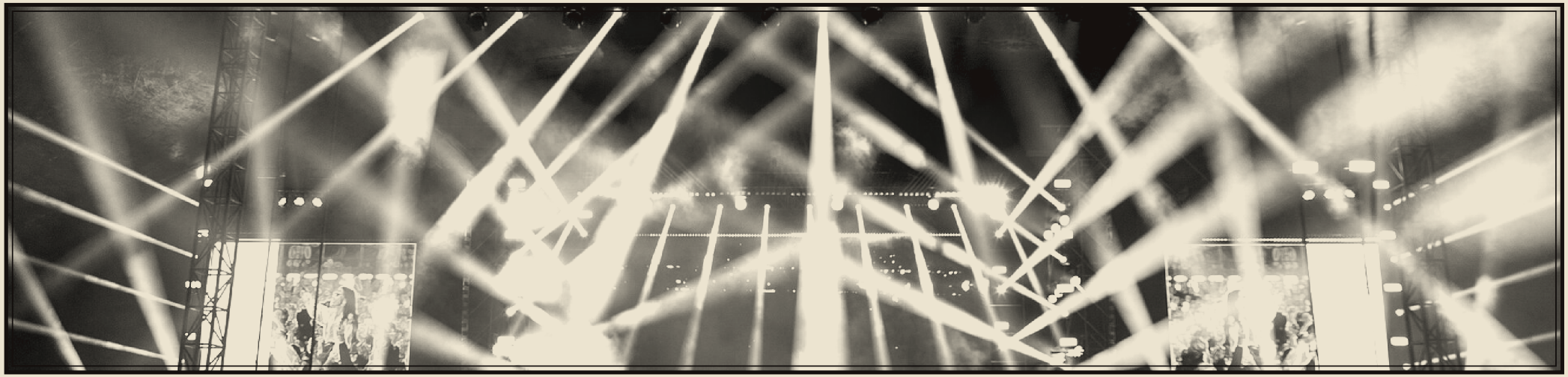
START WITH ENQUIRIES





FIVE AUTOMATIONS, IN RUNNING ORDER

One for each stage of an event. Number one comes first.



1

First message **Start here**

ENQUIRY TO QUOTATION

2

Date confirmed

ARTIST BOOKINGS

3

Doors open

GUESTS AND ENTRY

4

Event week

VENDOR COORDINATION

5

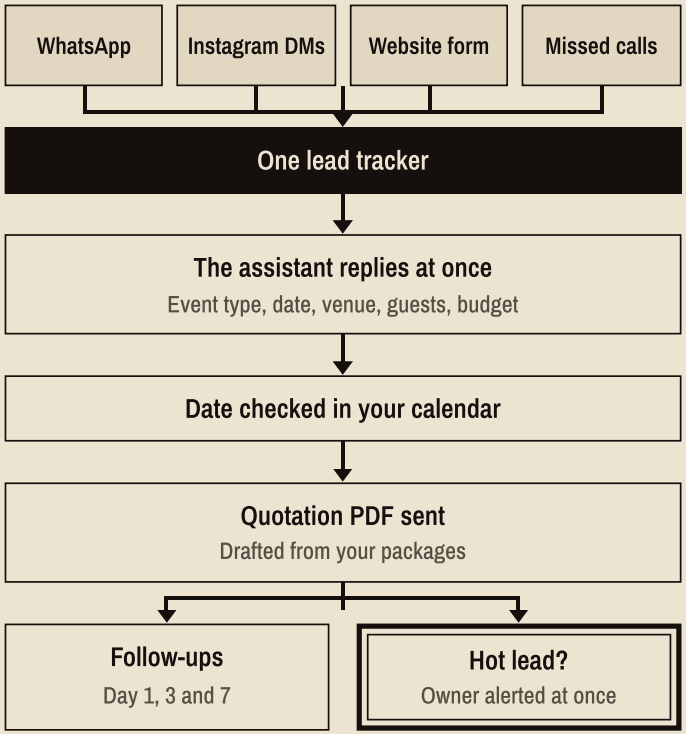
Booking to close

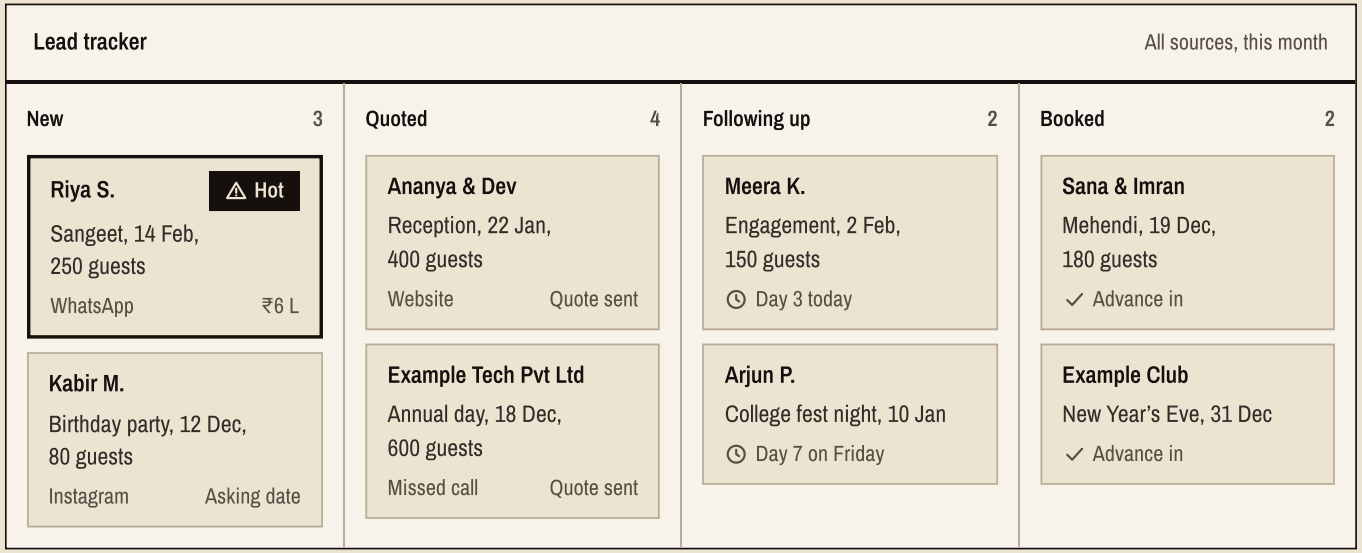
PAYMENTS AND CLOSURE

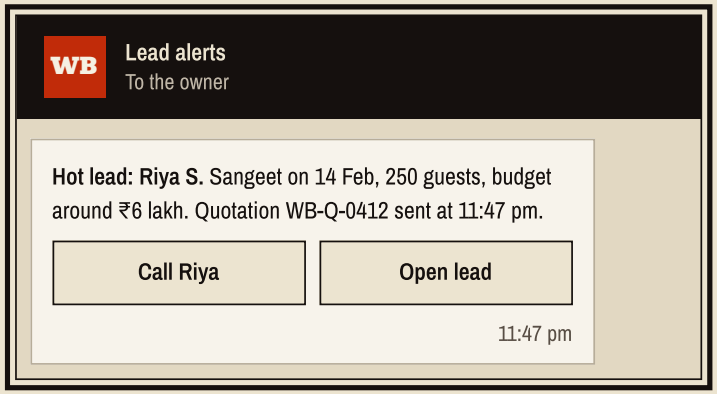
ENQUIRY TO QUOTATION

Start here

No enquiry goes unanswered, and every lead gets a quotation within minutes.







WHAT WE NEED

Your package and price list, a few past quotations, and your booking calendar.

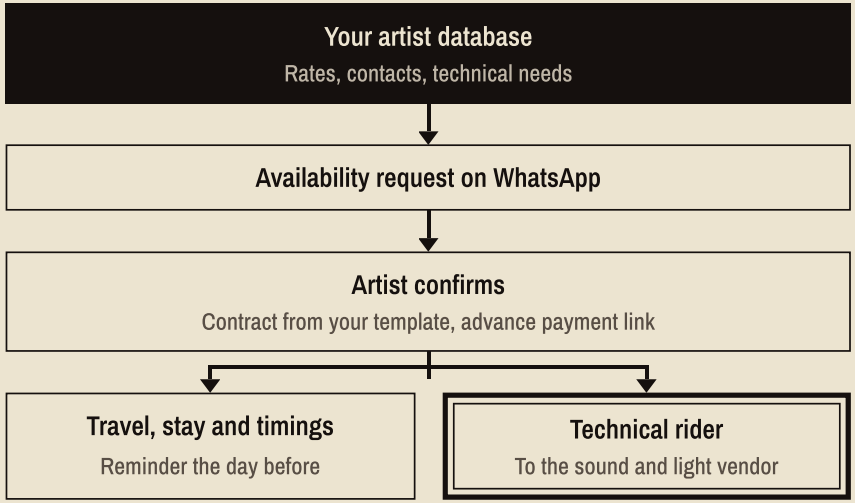
RESULT

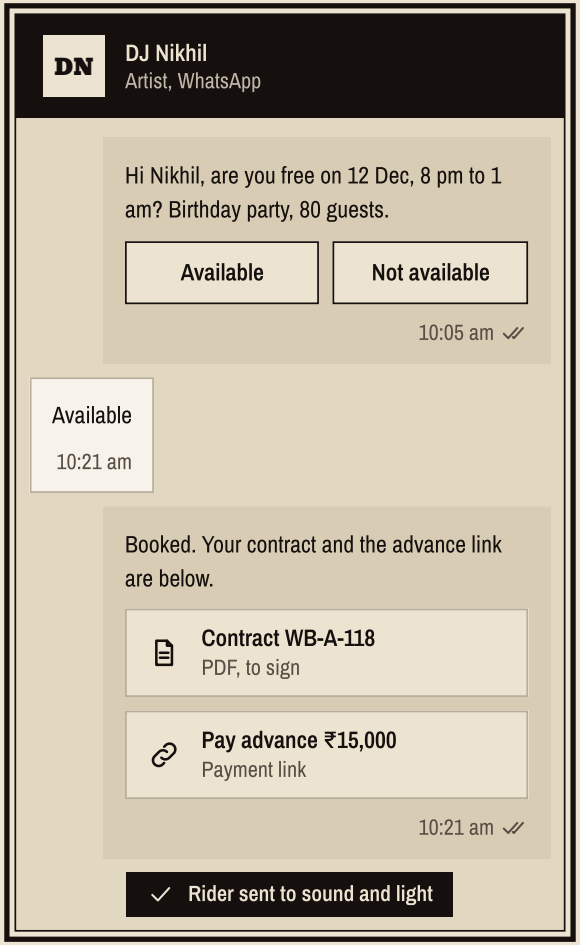
Faster replies than competitors, no lost leads, and the full sales pipeline in one place.

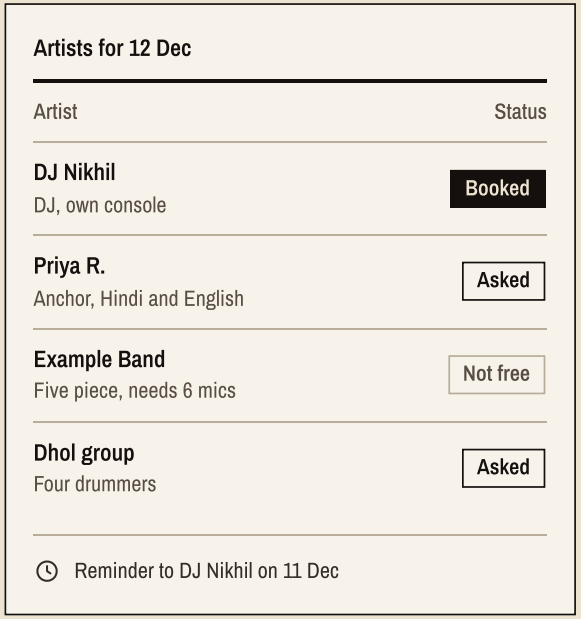
2

ARTIST AND PERFORMER BOOKINGS

One system for booking DJs, anchors, bands and performers.







WHAT WE NEED

Your artist list, contract template and payment terms.

RESULT

No double bookings, no missed advances, and no last-minute surprises on stage requirements.

3

GUEST LISTS, TICKETS AND ENTRY

Smooth entry and live headcounts for shows and parties.

Tickets or RSVPs
Ticketing platform or payment link

→ **One guest list**

→ **QR pass on WhatsApp**
Plus reminders

→ **Scanned at the gate**
On a phone

→ **Live headcount**
For the organizer

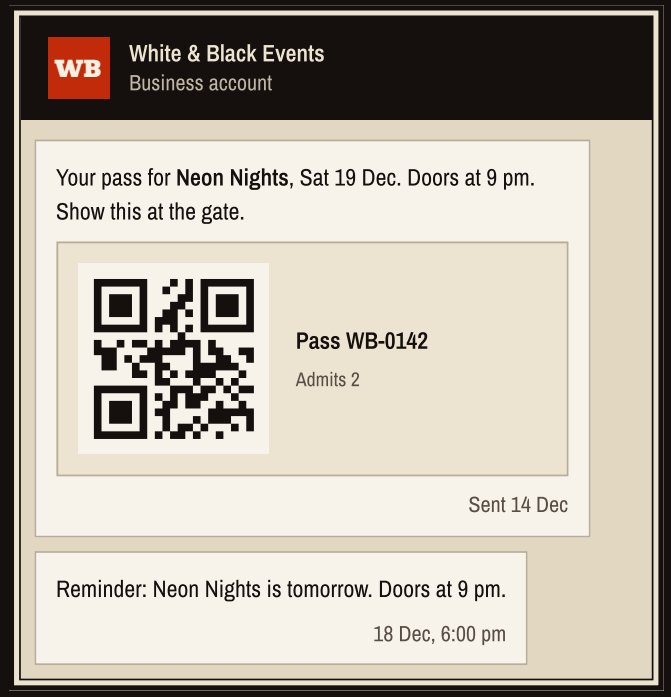
→ **Guest data kept**
For the next show

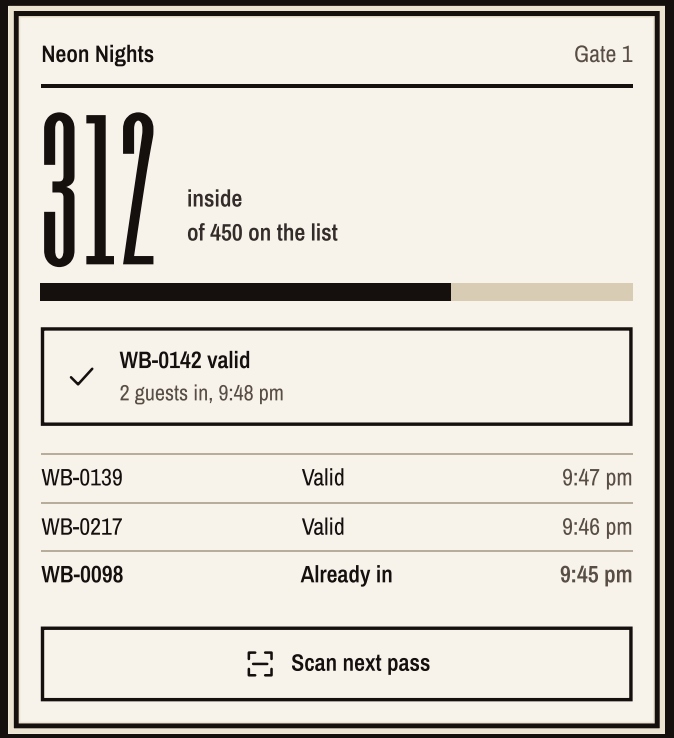
WHAT WE NEED

Your ticketing or payment setup, and the event details.

RESULT

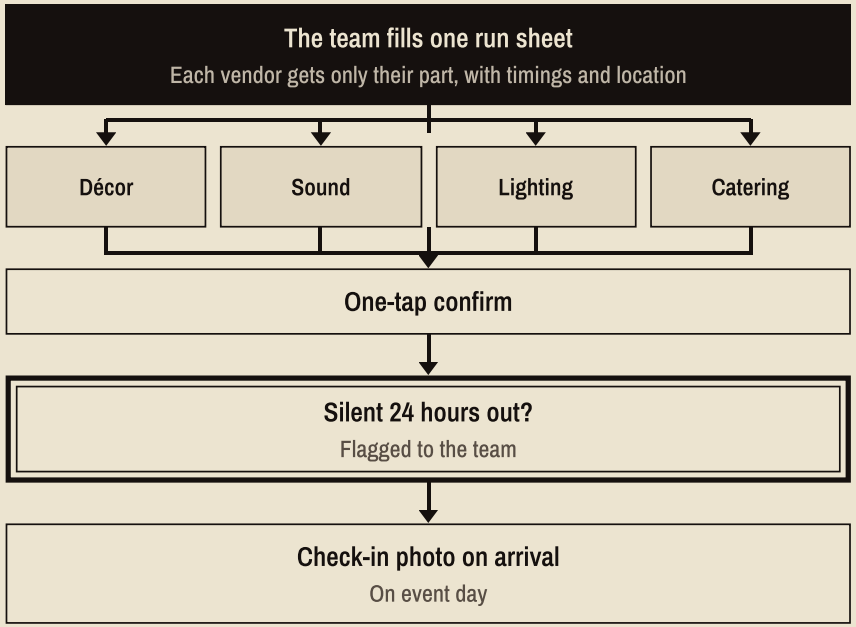
No paper lists, faster entry, and a growing audience database you own.





4 VENDOR COORDINATION

Every vendor knows what to do and when, without the team calling each one.



Run sheet: Ananya & Dev reception — 22 Jan, 400 guests

Vendor	Their part	Call time	Confirmed	Check-in
Décor	Stage, entrance arch, 40 tables	11:00 am	✓ Yes	10:52 am
Lighting	Wash, uplighters, pin spots	2:00 pm	⚠ Flagged	Not yet
Sound	Line array, 4 mics, DJ console	3:00 pm	✓ Yes	Not yet
Catering	Dinner for 400, two live counters	5:00 pm	✓ Yes	Not yet

Sent to Lighting on WhatsApp

Your part for 22 Jan: wash, uplighters and pin spots. Call time 2 pm. Venue pin below.

Confirm

WHAT WE NEED

Your vendor list and a sample run sheet.

RESULT

Fewer coordination calls, and problems caught before the event, not during it.

5

PAYMENT MILESTONES AND CLOSURE

Payments collected on time, and every event closed properly.

Payment schedule
Advance, mid, final

→ **GST invoice**
In Tally or Zoho Books

→ **Reminder before each due date**

→ **Marked as received**

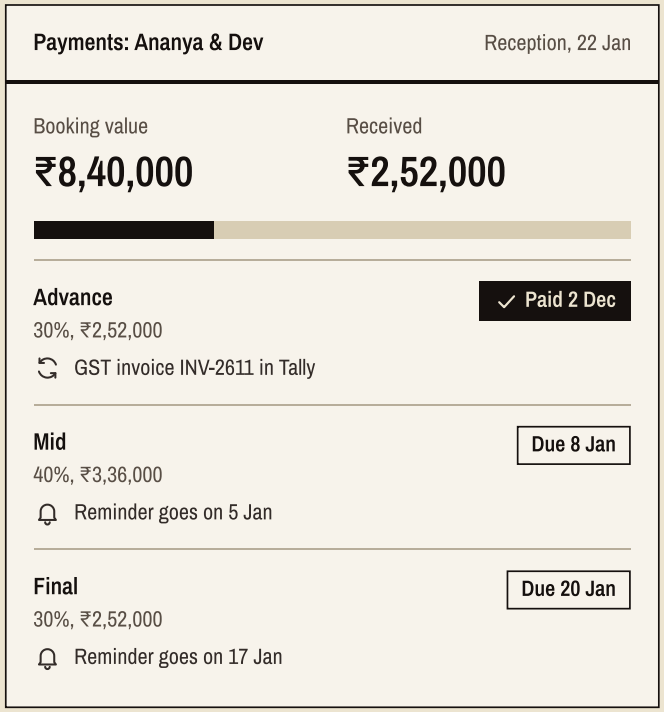
→ **After the event**
Feedback, gallery, Google review

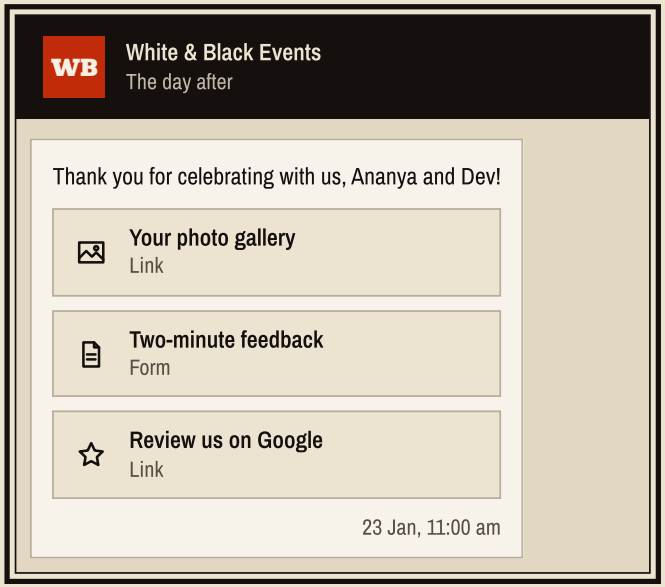
WHAT WE NEED

Your payment terms, and access to your accounting software.

RESULT

Less money stuck in pending payments, and more reviews that bring new clients.





START WITH ENQUIRIES

Enquiry to quotation is quick to build, easy to show in a demo, and brings in more business directly.

contact@worksmith.tech

BOOK A CALL

Download the PDF

A PROPOSAL FOR WHITE & BLACK EVENTS AND ENTERTAINMENT, FROM WORKSMITH.

Worksmith.tech

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Prepared November 2026. Every name, amount, date and message in the sample screens is illustrative, not your data.

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