



## Event management

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### Overview

Event planning involves managing a project such as a conference, convention, tradeshow, ceremony, party, etc. Management of such an event may include budgeting, establishing timelines, selecting and reserving event sites, acquiring permits, planning food, coordinating transportation, arranging activities, selecting speakers and keynotes, hiring equipment and facilities, managing risk and evaluating the success of an event.

This form allows users to log event details and requirements.

Please bear in mind that this form alone does not compare to a full event management process. It simply acts as a demonstration of an online form, allowing event planners to log event details and requirements. With additional work, this process could be enhanced to include budgeting, reservations, invitations, risk management, event success, etc.

### Additional features

**Field visibility sets:** There are over a dozen different rules in place on this form, to keep it as uncluttered as possible.

For example, if the submitting user selects that the venue's capacity is limited, we will see a 'max number of guests' field reveal itself.

Limited capacity

Max number of guests  
max\_number\_of\_guests

Copy rights from group

Select a group...

Copy

	All		Users		Admin		Submitter of ticket		Ticket handler	
Field condition set	View	Edit	View	Edit	View	Edit	View	Edit	View	Edit
= Default (Always)	Mixed	Mixed	Deny	Deny	Deny	Deny	Not set	Not set	Not set	Not set
= Capacity = Limited	Mixed	Mixed	Allow	Allow	Allow	Allow	Not set	Not set	Not set	Not set
<div>+ Add Condition Set</div>										

One such [field visibility set](#). The field 'max number of guests' is set to hide (Deny view) all the time (also known as 'Default [Always]')

But once the field condition set "Capacity = Limited" is met, which means once the user has selected the relevant field to show that capacity is limited, the 'max number of guests' field sets itself to show (Allow view)

