

# Utilize Offsite Venues



Use offsite venues to streamline event creation for drop-off and full-service catering. Eliminate repetitive address input and enhance your reporting capabilities. To set up offsite venues, check out [this crash course](#).

See where offsite venues can be used within Tripleseat and learn about the enhanced reporting capabilities.

## Multiple Events Table

Add offsite venue information to the multiple events table, which appears on documents.

- Head to Settings > Document > Edit Template Content to select columns.
- Click Edit Layout to add columns to any layout, such as the BEO.
  - Once the layout is saved, changes will apply to newly created documents only.

The screenshot shows the 'Multiple Events Table' settings in the Tripleseat interface. On the left, there are options to 'Save Layout', 'Duplicate Layout', 'Recover Layout Sections', and 'Delete Layout'. Below these are search fields and a list of 'Contract & Event Order Template' items. The main area shows the 'Multiple Events Table' with columns for Name, Date, Time, Location, Offsite Venue, Offsite Address, and Instructions. Below the table, there are checkboxes for 'Enable header', 'Hide header when empty', and 'Bold primary event'. A blue arrow points from these checkboxes to the 'Columns' section, which has checkboxes for 'Time', 'Location', 'Offsite Venue', 'Offsite Address', and 'Instructions'. On the right, a document preview for 'Ella's Birthday' is shown, featuring a 'BANQUET EVENT ORDER' section with account, contact, and address information, and a 'CATERING INFO' table with columns for Name, Date, Time, Location, Offsite Venue, Offsite Address, and Instructions. The 'Offsite Venue' column in the table is highlighted with a blue box.

Name	Date	Time	Location	Offsite Venue	Offsite Address	Instructions
Example Event	6/3/2024	10:44 am – 12:44 pm	Lakeview Grill			
Example Event 2	6/3/2024	1:44 pm – 3:44 pm	Lakeview Grill			
Example Event 3	6/3/2024	2:44 pm – 4:44 pm	Lakeview			

Name	Date	Time	Location	Offsite Venue	Offsite Address	Instructions
Ella's Birthday	5/30/2024	5:00 pm	Lakeview Grill	Ella's Ales	Concord, Massachusetts	Always deliver to host stand.

## Merge Fields

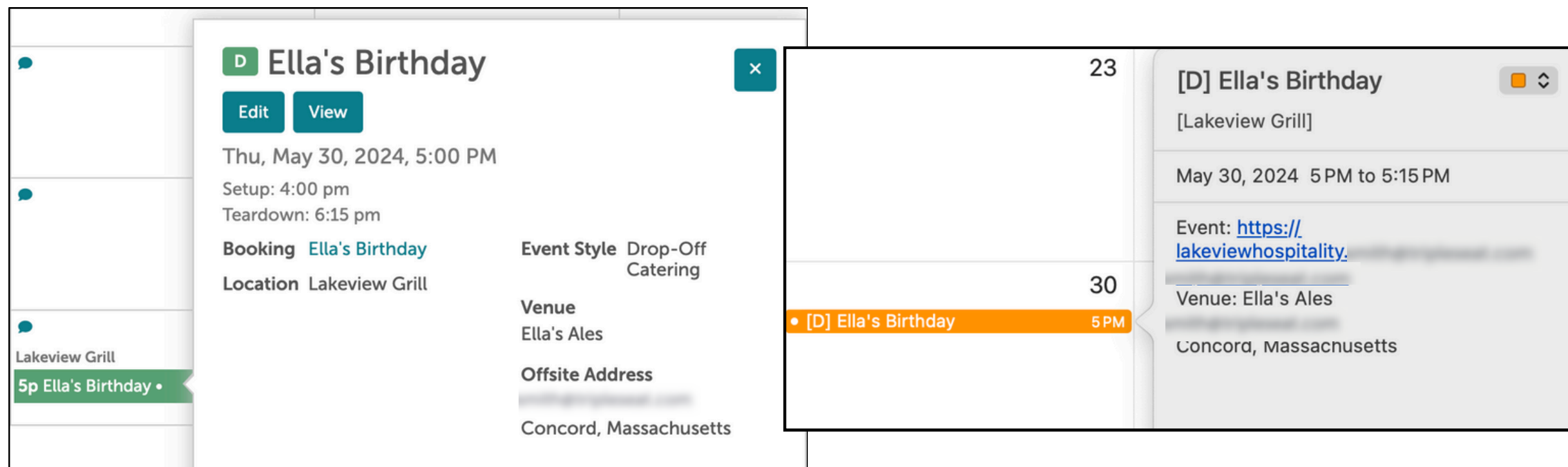
Use offsite venue specific fields within documents and discussions.

- Booking Fields > Offsite Venues
- Event Fields > Offsite Venues

The screenshot shows the 'Setup' interface in Tripleseat. A dropdown menu is open, showing 'Event Fields' selected. Under 'Event Fields', 'Offsite Venues' is selected, and a sub-menu is displayed with the following fields: 'Offsite Venue Name', 'Delivery Instructions', 'Offsite Venue Phone', 'Offsite Address', 'Offsite Address Street 1', 'Offsite Address Street 2', 'Offsite Address City', 'Offsite Address State', 'Offsite Address Zip Code', and 'Offsite Address Country'. The 'Offsite Address' field is highlighted with a blue box.

## Calendar View

View offsite venue details on the calendar. When selecting an event or booking, the offsite venue name is included in the event snapshot preview. When exporting a calendar with events or bookings to a personal calendar such as Google Calendar or iCal, the offsite venue name and address will be included.



## Reporting

Track and analyze the volume of repeated venues effectively. Report on offsite venues in the Event Details, TripleseatDirect Details, and Lead Details Reports. Add offsite venues as a column, as well as the ability to sort offsite venues within the grouping and sorting tab.

