



Training Webinar

Momentum Elite

Building Out Your
Inventory and Pricing

Agenda

Training Overview

Foundations of Inventory & Prices Setup

Strategic Inventory Layout

Rates & Price Schedules

Power of Packages

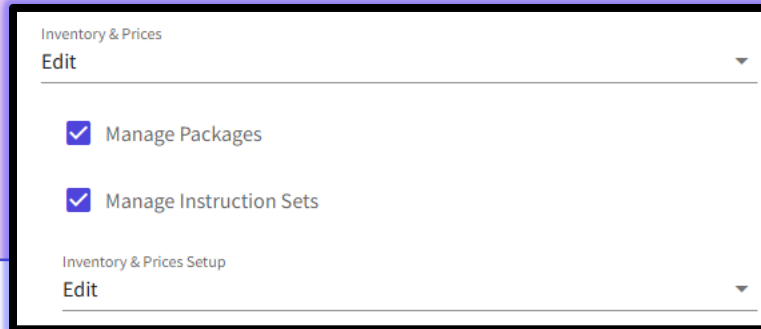
Wrap-Up: Q&A + Survey

Training Audience & Requirements

TARGET AUDIENCE:

Users responsible for managing Inventory and/or Pricing at your venue (System Admins, event sales/finance, operational teams using items, packages, & instructions)

REQUIREMENTS:



Training Objectives

After this webinar, users should be able to:

Review your venue inventory setup and ensure units and rates types are accurate

Create clear inventory structure to streamline your event detailing workflows

Build a price schedule and duplicate it (standard vs. non-profit, FY26 vs. FY27)

Understand use-cases for packages with both manual and fixed-per-person pricing

What is Inventory?

Inventory: The goods and services offered to a client

- Billable items (F&B catering, labor, rental packages)
- Non-billable items (equipment or labor needed for your operational teams)

EQUIPMENT	LABOR	SERVICES/FEEES
<ul style="list-style-type: none">• Chairs & Tables• Staging, Pipe & Drape• AV equipment• Piano• Bike Rack	<ul style="list-style-type: none">• Ushers & Security• Stagehands• Catering & Bartenders• AV technician• Police & EMS	<ul style="list-style-type: none">• Catering services• Facility fees• Marketing fees• Box office fees• Cleaning fees

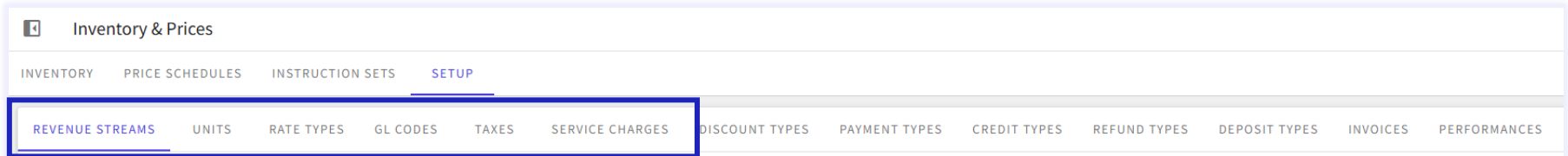
How do we use Inventory?

- Add these items to your Event > Function details
- Generate event documents and operational notes (Event Orders and BEOs)
- Invoice clients for expenses
- Communicate event needs to both clients and internal teams (such as the Operations Daily View)
- Report on item revenue and utilization, as well as item costs
- Track and manage item stock levels to avoid shortages

Inventory Setup – Best Practices

Navigate to Inventory & Prices > Setup tab

- Create **Revenue Streams** which align with your **GL codes**
- With **Units**, avoid time-bound units – “per hour” is setup on the items
- In **Rate Types**, you can create several types (Standard, OT, Holiday)
- **GL codes** can help your finance team with reporting on the various items (optional but highly recommended!)
- **Taxes** and **Service Charges** – also optional but highly recommended!



Inventory Structure

Getting Started:

- Take your existing event notes document
- Identify the departments on that document and create in Elite
- Add categories for each department:

Equipment

Labor

Fees

Instructions (or Notes)

Recommended standard categories, but each venue (and department!) may expand on these standard options.

PARKING:	
Areas Being Used:	Event Level, Walnut/15th, Chestnut
Trucks:	15 (14 production + 1 merch)
Buses:	6
Other Vehicles:	Runners: (3) 15 pass vans, 1 cargo van, 2 cars + a few cars for LN (will send a list)
Security On Street Parking:	Yes please
Parking Maps:	See page 6

OPERATIONS:	
Forks:	1 @ 7AM, 2 @ 9AM, 5 @ 10PM
House Backdrop:	Yes, 80'
Reduction Curtains:	No
Dasher Covers:	Yes please
Pipe and Drape:	As needed
Main Stage Details:	Tour carrying. 48'x40'x5' + B stage 18'x18'x5'
FOH Riser Details:	Tour carrying. 16'x8'x6" (audio) + 16'x8'x1" (lighting) + (2) 4'x4'x4" (cam risers) + 12'x12'x6" (C stage)
Barricade:	House along DSE, tour carrying for all other spots.
Bike Rack:	3 sides of FOH and behind GA Pit
Dressing Rooms:	Will assign
Furniture:	4 sets in hc
Towels:	170 white t
Washers/Dryers:	Tour carryi
CO2:	NA
Deliveries:	NA
Other Important Notes:	Will probabl to keep vom possible.

GUEST EXPERIENCE/SECURITY:	
Photo Policy:	No pro, no audio, no video recording
Concourse Needs:	Normal
Entrance Needs:	Normal
Strobes/Lasers:	No
Confetti:	No
Age Demo:	Older rock fans
VIP Info:	NA
Interpreters/Mindseye:	TBD
First Aid Report Time:	Normal
Ambulance:	NA
Oxygen Tanks:	NA
All Pour:	Yes

CATERING:	
Arrival Time:	5:00PM
Electrical Needs:	(1) 200a in catering bay, (6) separate 20a circuits in Players Club
Tables:	(12) 8' tables in catering bay
Ice Needs:	500 lbs
Catering Assistants:	4
Catering Runners:	2. Will be doing a pre-shop on 2/24.

Adding Items – Best Practices

- Set your **Default Quantity** to “1” (or other number) to speed up your event detailing
- Use **Is Time Bound** for hourly items, such as labor, but avoid setting default time quantity
- **Round Up Quantity** for most items – you can’t have “half a person” or “half a projector”
- Use **Stock Levels** for items which you have limited quantities of
- Don’t forget about **Description** and **Billing Note** – standardize item notes using these two fields to speed up event detailing and invoicing

DESCRIPTION	BILLING NOTE
<ul style="list-style-type: none">• Appears on internal documents (such as Event Orders & Operations View)• Acts as a “template” for your notes – you can edit later in the event details	<ul style="list-style-type: none">• Client-Facing!• Appears on invoices• “4-hour minimum required”

Price Schedules – Best Practices

- When adding items, Elite will prompt you to add to the Price Schedule after each item – **WAIT** to do this until you have added all items
- Venues typically have multiple price schedules to reflect various billing rates, taxes, and other situations: Standard vs. Non-Profit, FY26 vs. FY27
- Build a single Price Schedule (“Standard”) – add all rental rates, item rates, GL codes, taxes, and service charges. Then, **duplicate it** and adjust rates on the copied price schedules.
- If you have different GL codes or taxes for select items in the same category, you can **override** the category “top-level” choices on specific items as needed

Name	Rate Unit	Rate Type	Cost	Price	Add'l Taxes	Total Taxes	Expense GL Code	Revenue GL Code
Security Officer	Each	Standard	\$25.00	\$30.00	0%	0%	41500 - Labor	41500 - Labor
Security Supervisor	Each	Standard	\$30.00	\$35.00	0%	0%	41500 - Labor	41500 - Labor

Price Schedules – Best Practices

- To improve financial records and reporting, add your costs in addition to the billed price on the price schedules (rental costs for any equipment items, labor costs for improved event labor tracking, etc.)
- Lastly, **all items** need to be added to your Price Schedule(s) to use them on events!
- Even if they are unbillable or \$0.00 items, you still need to add them at a \$0.00 price.
- If you see the error below when trying to add items to an event from a specific department, go back into that Price Schedule and ensure items are added from that department.

Add Items

Chair Set • Sat Mar 14, 2026, 1 PM • Full Arena

No price schedule assigned for this department

[ADD PRICE SCHEDULE](#)

This often happens when adding new items in the future and you forget about the price schedules!

Intro to Packages

Packages allow you to bundle rooms, equipment, and services to simplify your event sales and detailing!

- Belong to a specific department & category
- But, you can pull in items from any department or category
- Pricing can be “Manual” or “Fixed Per Person”

Edit Package

Name	Category
Tour Dressing Room Needs	Rentals

Description Client Note

Active

Package Pricing

Fixed Per Person Rate System maintains your target per-person rate (set on Price Schedule)	Manual ✓ Total charge equals the sum of package contents
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Package Items

1 ITEM Default: Furniture Set (Each | Standard) | Component: Furniture Set

Quantity: 1 Attendance-dependent Quantity

Unbillable Hide from Client Required

Description Billing Note

Example packages include F&B catering, equipment needs, & labor

Building a Package

Manual Pricing:

Price is determined by the **item prices** in the Price Schedule. Used for most equipment and labor types of packages.

Fixed Per Person Pricing:

Price is determined by the **attendance**. Often used for Food & Beverage, such as plated dinners for a wedding.

Components Include:

- One **pre-selected** or a **choice** (which salad?)
- Quantity per package + Quantity per person (if attendance dependent)
- Required?
 - Use Case: F&B Entrees
 - Use Case: Labor package for VIP event
- Description & Billing Note (same as single items)

Edit Package

Name	Category
Tour Dressing Room Needs	Rentals

Description

Client Note

Active

Package Pricing

Fixed Per Person Rate System maintains your target per-person rate (set on Price Schedule)	Manual Total charge equals the sum of package contents
---	--

Package Items

<input checked="" type="checkbox"/> 1 ITEM	Default	Component
	Furniture Set (Each Standard)	Furniture Set
Quantity		
1	Per Package	<input type="checkbox"/> Attendance-dependent Quantity
	<input type="checkbox"/> Unbillable	<input type="checkbox"/> Hide from Client
	<input type="checkbox"/> Required	
Description		Billing Note

Package Examples

Think of all the possibilities you could do with Packages!

Event Valet Package

- Select “Manual” pricing
- Item 1: **Valet Service**
 - Qty 1, Per 1 attendee, Required
- Item 2: **Valet Lead**
 - Qty 1, Per 25 attendees, Required
- Item 3: **Security Officer (Lot Patrol)**
 - Qty 1, Not Required

Add to event, select attendance, and choose whether you want Lot Security.

See how it appears on event documents!

Wedding F&B Package

- Select “Fixed Per Person” pricing
- For each item group:
 - Select options and choose a default
 - Name the component
 - 1 per package
 - Attendance-dependent if every person receives the same item (all except entrees for this example)
 - Required if every person receives the same item
 - *In our example, Salad and Dessert are required*
 - *Starters and Entrees are optional*

Wrap Up / Q&A

We've covered Inventory **Setup, Structure, Pricing, and Packaging!**

- Name and align your **Departments** and **Categories** with your internal teams and workflows – these names will appear on the Functions, Event Orders, Operations View, Ops Hub, and other documents in Elite.
- Think about how you might **use packages** to improve your event detailing processes and event sales pricing for clients.
- Remember that inventory items can be **priced at \$0.00** so that you can use them on the event details, even if you do not use financials in Elite.
- Improve your financial reporting by adding **GL codes** and **item costs** to the Price Schedules. Also, you will be able to run utilization reports once you are adding items to your events consistently.