

6 Project Management Must-Have Features for Event Producers

Don't settle for a PM solution missing these.



Customizable Task List Templates

Never build a project plan from scratch again. Quickly plan events using templates based on event type and built around event load-in and load-out dates.



Content Hub

A central location for all digital assets categorized by project. Look for a tool that provides an at-a-glance view of project details, easy access to notes, links and content associated with a project.



Built-In, Real-Time Chat

Maintain team connection, collaboration, and alignment by selecting tools that link real-time two-way chats to each event without switching between platforms like Slack and email.



Gantt Chart Overview

Get the full picture of your projects with an interactive Gantt overview. Drag-and-drop tasks, so you can make quick changes and keep everything on track.



Guest Access & Client-Specific View

You need a tool that provides guest access, a custom client view, and a tailored experience for those outside your company to follow project progress.



A Single Place to Plan

A single source of truth is crucial to a well-run production. We conducted a survey with event producers where 60% admitted that their biggest challenge was having multiple sources of truth. Be sure your tool shows all projects at once.