



RSVP GENIE

Price Guide

WHAT'S INSIDE

Welcome to the RSVP Genie Price Guide! This document is designed to help you choose the perfect package for your event and understand how each option can be customised to suit your unique needs.

Here's what you'll find inside:

- **Package Overviews:** A breakdown of each package, including features, pricing, and what they mean for you.
- **Add-Ons:** Explore flexible extras to tailor your package, from additional guest entries to extended hosting and more.
- **Customisation Options:** Learn how you can build the ideal solution for your event with no contracts and pay-as-you-need flexibility.
- **Coming Soon:** See what exciting features will be added to RSVP Genie in the upcoming months.

Dive in and discover how RSVP Genie can simplify and elevate your event planning experience!

Getting started

RSVP Genie offers flexible packages designed to meet your event planning needs. Whether you're hosting a small gathering or a large conference, you can pick a package that fits your event size and add on extra features for full customisation. Before proceeding with your package purchase, we highly recommend reviewing the following documents available on our website:

- **Packages Guide Document:** A comprehensive overview of the services and features included in each package.
- **Terms and Conditions:** Important details regarding our policies and your responsibilities.
- **Data and Privacy Policy:** Information on how we protect your data and respect your privacy.

These documents will help you make an informed decision and ensure a seamless experience with RSVP Genie. You can access all of the above at www.rsvpgenie.co.za.

Which package is best for you?

Package	Best For
Simple Event Package	Perfect for small or intimate gatherings, needing basic communication and information.
Essential Event Package	Suitable for small to medium events, offering detailed information and feedback options.
Advanced Event Package 	Perfect for roadshows or multi-location events with regional coordination needs.
Premium Event Package 	Designed for large-scale events with complex logistics, including travel and accommodation.

Customise your packages

The beauty of RSVP Genie lies in its flexibility. Create a package tailored to your event's needs with our wide range of add-ons:

- **Extra Guest Entries:** Add more database capacity in increments of 10, ensuring you stay within your budget.
- **Additional Email Templates:** Purchase more mailer templates for enhanced communication options.
- **Extended Hosting:** Keep your RSVP site live for an additional month or more.
- **Documents:** Attach supporting documentation to your emails.
- **Dedicated Build Support:** Let our experts handle the setup of your RSVP site, saving you time.
- **Custom Development:** Tailor your RSVP site with unique features to align with your vision.

The flexibility of our packages allows you to add the components you need without compromising cost, enabling you to customize your package to suit your event's requirements. Plus, advanced features not included in the standard packages can be added as needed, offering even more customization options to ensure your event runs smoothly.

The full range of add-ons is listed at the end of this document, and a comprehensive packages guide is available on our website.

Can RSVP Genie build my site for me?

Yes! With RSVP Genie's **Professional Setup Services**, our team can handle the technical aspects of building your RSVP website while you focus on your event. Choose from two levels of service based on your needs:

ProSetup: The **ProSetup** service is designed for clients who want a professionally built RSVP site but prefer to manage post-launch activities themselves. Here's what it includes:

- **Customised Site Development:** Our team creates your RSVP site using the artwork, form fields, and mailer content you provide.
- **Testing and Approval:** We ensure functionality and design meet your expectations before launching the site.
- **Post-Launch Handoff:** Once live, we hand over control to you, providing the tools and knowledge needed to manage guest inquiries, send mailers, and oversee the site.

ProSetupPLUS: The **ProSetupPLUS** service builds on the ProSetup and is ideal for clients who want ongoing support throughout the event lifecycle. This includes:

- **Continued Expert Management:** Our team remains involved, handling updates, technical management, and attendee inquiries.
- **Enhanced Administrative Support:** We assist with tasks like RSVPing on behalf of guests, creating additional mailers, and ensuring your event site remains up-to-date and efficient.

Simple event package

Price: ZAR 10,000

Includes:

- Manage up to 1000 database guest entries
- Create up to 4 email templates
- Customisable RSVP website with 20 form fields
- 1 month of hosting which activates when you activate the project

Add-Ons Available:

- Add form fields
- Add extra guest entries
- Add additional email templates
- Extend the hosting period
- Add personalised PDF Attachments
- & more

Support options available

- ProSetup - An RSVP Genie agent builds your site, and supports it through to invitation distribution: **ZAR 6,000**
- ProSetupPlus (Add-on to ProSetup) - RSVP administrative management through the lifecycle of event: **ZAR 4,000**

Essential event package

Price: ZAR 18,000

Includes:

- Manage up to 2000 database guest entries
- Create up to 7 email templates
- Customisable RSVP website with 35 form fields
- 2 months of hosting
- Personalised PDF attachments
- Feedback and survey form

Add-Ons Available:

- Add form fields
- Add extra guest entries
- Add additional email templates
- Extend the hosting period
- Add document upload functionality
- Setup support
- & more

Support options available

- ProSetup - An RSVP Genie agent builds your site, and supports it through to invitation distribution: **ZAR 12,600**
- ProSetupPlus (Add-on to ProSetup) - RSVP administrative management through the lifecycle of event: **ZAR 5,400**

Advance event package



Price: ZAR 26,000

Includes:

- Roadshow component to manage RSVP's for 4 venues/regions with capacity blocking
- Manage up to 4000 database guest entries
- Create up to 40 email templates
- Customisable RSVP website with 40 form fields
- Personalised PDF attachments
- Multiple webpage access
- Feedback and survey form
- 3 month of hosting

Add-Ons Available:

- Roadshow single event add on with capacity blocking
- Activity component
- SMS templates and credits

Advanced event package cont..

COMING
SOON

Add-Ons Available:

- Document upload functionality
- Setup support
- & more

Support options available

- ProSetup - An RSVP Genie agent builds your site, and supports it through to invitation distribution: **ZAR 18,200**
- ProSetupPlus (Add-on to ProSetup) - RSVP administrative management through the lifecycle of event: **ZAR 7,800**

Premium event package

COMING
SOON

Price: ZAR 40,000

Includes:

- Roadshow component to manage RSVP's for 4 venues/regions with capacity blocking
- Travel components/forms
- Activity components to manage up to 5 activities with capacity blocking
- SMS templates and credits
- Document upload functionality
- Manage up to 10000 database guest entries
- Create up to 20 email templates
- Customisable RSVP website with 30 form fields
- Personalised PDF template for CPD certificates or as needed
- Multiple webpage access
- 3 month of hosting

Add-Ons Available:

- Speaker question submission tool
- Group booking functionality
- Breakaway session manager
- Table seating manager
- Payment integration
- Setup support

Support options available

- ProSetup - An RSVP Genie agent builds your site, and supports it through to invitation distribution: **ZAR 28,000**
- ProSetupPlus (Add-on to ProSetup) - RSVP administrative management through the lifecycle of event: **ZAR 12,000**

Packages at a glance

RSVP Requirement	Simple	Essential	Advanced	Premium
RSVP form fields	20	35	40	55
Mailer template versions	4	7	15	20
Database entries	<1000	<2000	<4000	<10000
Months hosting	1	2	3	3
Forms	1	2	4	6
Webpages	4	4	6	8
SMS Functionality	✗	✗	✗	✓
SMS Credits	✗	✗	✗	✓
File Attachments/Static Attachments	✗	✗	✓	✓
Personalised PDF Component	✗	✓	✓	✓
Roadshow Component	✗	✗	✓	✓
MultiForms Access	✗	✓	✓	✓
Document Upload Functionality	✗	✗	✓	✓
Activity Component	✗	✗	✗	✓
Speaker Question Submission	✗	✗	✗	✓
Email Credits	4000	8000		
SMS Credits	0	0	0	5000

All prices listed are in South African Rand (ZAR) and exclude Value-Added Tax (VAT). For purchasers located in South Africa, VAT will be applied to the invoice at checkout, in accordance with South African tax regulations.



RSVP GENIE

Add-on option prices

Add-on item	Description	Price
Form Fields (5 additional)	Adds five extra form fields to your RSVP setup.	500
Database Guest Entry (per 1 added = 10 entries)	Adds 10 x individual guest enties to your database.	10
Mailer Template (Per mailer template)	Additional custom email template for event communications.	750
Site Hosting	Additional 1 month hosting for your RSVP site.	1100
SMS Template	Template setup for sending 1 bulk SMS messages to your guests.	175
SMS Credit	Credit for sending SMS messages - 1 x credit for 1 x mobile number (character limits do apply)	1.7
Personalised PDF Module	Generate 1 x template version of a personalised PDF document as an attachment to a mailer	1250
Webpage Builder - Per Page	Access to create an additional page/tab for your RSVP site (e.g., agenda, FAQs).	850
Domain Registration (.co.za)	Register a .co.za domain for your event's RSVP website.	400
Domain Registration (.com)	Register a .com domain for your event's RSVP website.	500
Form Builder	Access to build one additional form per project.	2500

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Add-on option prices

Add-on item	Description	Price
Document Upload Component	Enable guests to upload documents (e.g., IDs, certificates) through your RSVP site.	2000
Attachments - Static	Attach static files (General information documents with no personalisation) to your event communications.	250
Roadshow Component	RSVP tool for multi-city events (4), managing location-specific registrations and central tracking	2500
Roadshow Add 1	Add an additional 1 option for selection to roadshow component	625
Activity Component (up to 5)	Manage up to five event activities, such as SPA bookings or game drives.	3500
Activity Add 1	Add one additional event activity to your component for your event.	800
Seating Manager 	Manage seating arrangements for your event.	6000
2 Factor Authorisation 	Enable two-factor authentication for extra security on your RSVP site.	3500
Speaker Question Tool 	Allow guests to submit questions for speakers during the event.	2500
Agenda Page Manager 	Create and manage an agenda page for your RSVP site.	1300
Session Scheduler 	Create and manage a session schedule for your event.	1650
Group Booking Module 	Allow guests to make group bookings for the event.	5000




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Add-on option prices

Add-on item	Description	Price
Voucher Bookings 	Allow guests to make voucher-based bookings for the event.	5000
Payment Integrati 	Integrate a payment gateway for online payments during event registration.	5000
Invoicing Function 	Enable invoicing functionality for payments related to your event.	5000
Credit Note Functi 	Enable credit note functionality for your event's transactions.	5000
Receipt Functiona 	Enable receipt functionality for payment transactions at your event.	5000
RSVP Genie Simple Package	Manage up to 250 guests with basic RSVP tools, 4 emails, and 1-month hosting.	10000
RSVP Genie Essential Package	Manage up to 750 guests, customise forms, 7 emails, and 2-month hosting.	18000
RSVP Genie Advan 	Coming soon: For 2000 guests, advanced tools, roadshows, and 3-month hosting.	26000
RSVP Genie Premi 	Coming soon: Full features for 7000 guests, ticketing, and 3-month hosting.	40000
ProSetup - Simple	Build support through to invitation distribution on simple package	6000
ProSetup - Essential	Build support through to invitation distribution on essential package	12600
ProSetup - Advanced	Build support through to invitation distribution	18200

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Add-on option prices

Add-on item	Description	Price
ProSetup - Premium 	Build support through to invitation distribution	28000
ProSetupPlus - Simple	RSVP administrative management through the lifecycle of event - Simple package	4000
ProSetupPlus - Essential	RSVP administrative management through the lifecycle of event - Essential package	5400
ProSetupPlus - Advanced 	RSVP administrative management through the lifecycle of event - Advanced package	7800
ProSetupPlus - Premium 	RSVP administrative management through the lifecycle of event - Premium package	12000
Hourly Support	If support is required on an adhoc basis	1375

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Terms and Conditions

The terms outlined in this document specifically relate to our packages. For a complete overview of our full terms and conditions, please visit our website. By using our services, you will need to acknowledge and agree to the full terms and conditions.

Hosting and activation

- **Hosting Commencement:** Hosting services for a project begin upon activation of the package. The duration of hosting is specified within each package (e.g., 1 month for the Simple Event Package).
- **Project Duration:** Once activated, the project duration is limited to the hosting period specified in the package. Additional hosting can be purchased if needed.
- **Package Activation:** The activation of a package signifies the start of the project, during which all included features and services are available.

Package purchase and validity

- **Purchasing Packages:** Clients can purchase multiple packages upfront (e.g. 25 packages), which will remain in their tenant account for 12 months from the date of purchase.
- **Package Activation:** The hosting duration for each package begins only once the package is activated for a specific event. Activation starts the project duration, during which hosting services are provided.
- **Validity Period:** Each purchased package is valid for 12 months from the date of purchase. If not activated within this period, the package will expire and will not be eligible for a refund.
- **Add-on features:** Clients can purchase additional components and services to enhance active packages/projects.
- **Coming soon features:** RSVP Genie is continuously upgrading, with additional elements becoming available for inclusion in projects to enhance functionality and meet the evolving needs of your events. For more detailed information, please refer to the packages guide.

Payment terms

- **Upfront Payment:** All payments for packages, including additional services and components, are required upfront.
- **Credit Card:** A valid credit card is required for payment. We do not store your credit card information, so you will need to provide the details for each transaction.
- **Invoice and Receipt:** Upon payment, clients will receive a receipt for their records and an invoice within 72 hours.
- **EFT Option:** You can pay via EFT; however, the service only becomes available once your payment reflects in our bank account.
- **Access:** Access to packages is immediate upon receipt of successful payment.

Project hosting and termination

Hosting duration is determined by the allowance in your selected licence (e.g. 1 month for the Simple Package). This period begins on the day you activate your project (i.e. start building) and runs for 30 consecutive days.

Once the allotted hosting time has passed, the project and all associated data will be *permanently deleted*. You will receive three reminders before deletion is implemented.

You may purchase and apply additional hosting to extend your project's lifespan – up to a maximum of 12 months from activation. Early termination may be requested, but no refunds will be issued for unused time.

Terminology: What it means

Here's a detailed breakdown of the key components and features available in RSVP Genie, so you can fully understand how they work and how they can be used for your event:

Form Fields: Refers to the fields that guests will complete to provide the necessary information for your event. These fields include basics like name, contact details, dietary requirements, and any other specific information you require. A single form typically covers all the initial information needed during RSVP registration. You can edit existing fields and add extra fields to the default RSVP form, allowing you to collect more customised information from guests.

Additional Form Builder: This provides the ability to add specialised forms beyond the standard one, such as:

- **Post-RSVP forms**, such as one for activity bookings, survey's or any further information required post RSVP registration or event conclusion.
- A **travel form** might collect details about flight or accommodation requirements after the initial RSVP is completed.
- Each form is standalone, designed to collect targeted data for specific needs.

Database Guest Entry: Database entries refer to the total number of guest records that can be stored in the system, not the number of RSVPs received. For example, if you have 250 guests, that's the number of entries allowed, including pending, attending, or declined guests. We don't charge per RSVP. If your database exceeds the package limit, you can purchase additional entries. Each package has a set limit, with the option to add more as needed.

Mailer Template: Mailer templates are versions of communications or emails that are sent to your guest list. Each template represents one version of a message, such as an invitation, reminder, or thank-you note. These templates can include event details, RSVP links, and followup communication. Each template can be tailored with branding and event-specific content.

Mail Credits: Mail credits represent the number of emails you can send via the platform per project/package. For example, if you send invitations to 500 guests, this will deduct 500 mail credits. These credits can also be used for follow-ups and additional communication.

Mailbox Services: Refers to the sending method used for event mailers. RSVP Genie offers three options:

- **Verified Domain:** Send from your event domain via RSVP Genie servers (DNS setup required). You must have your own mailbox set up to receive replies.
- **System Mailbox:** Send from RSVP Genie's domain; replies forwarded to your email (one-click verify).
- **Custom SMTP:** Use your own mail server and internal email credentials (requires IT setup).
- This service controls email sending only; mailbox access and storage are not provided.

Terminology: continued...

Site Hosting: Hosting refers to the secure cloud storage and technical infrastructure required to keep your event's RSVP page and associated data accessible online. You can extend hosting for your RSVP website by an additional month, ensuring your site remains live and accessible. This is particularly useful for events that have extended registration periods or post-event content. Hosting starts as soon as the package is activated, so it's important to have your artwork and copy ready to maximise your time.

SMS Template: Allows you to predefine an SMS message template for bulk messaging. This feature is ideal for sending quick updates or reminders to your guest list, such as event timings, location changes, or last-minute instructions.

SMS Credit: Each SMS credit allows you to send one SMS to a guest's mobile number. This feature is useful for timely communication, and messages are subject to character limits (typically 160 characters per SMS).

Personalised PDF attachments: The personalised PDF feature allows you to create a template that merges individualised guest information into a professional PDF document. This PDF is automatically generated and attached to emails sent to your guests. It's perfect for generating items like CPD certificates, visa letters, accommodation confirmations, and more. Static PDF attachments can also be added.

Attachments - Static: Enables you to attach general information documents (static files) to your email communications. Examples include event schedules, maps, and welcome guides. These files are not personalised but provide essential information.


Webpages: The webpage module is for creating post submission confirmation/decline pages that guests see after submitting their RSVP. This is where they'll be directed once they've confirmed or declined their attendance. Additionally, you can add extra pages as tabs to your RSVP site, allowing you to create supplementary content such as an agenda page, FAQ section, speaker bios, or venue information. Each page is fully customisable and linked to your main RSVP site.


Document Upload Functionality: Allows guests to upload documents directly through your RSVP site as part of their RSVP submission. Examples include identity documents for verification, certificates for event entry, or signed waivers for specific activities.


Roadshow Component: Designed for multi-city events, this tool allows you to manage RSVPs and details for several event locations within one platform. Mailers can be set up to be region-specific, including details such as iCal files, venue addresses, and other location-specific information, ensuring tailored communication for each event location. Component supports up to 4 event locations, more can be added.


COMING
SOON


Terminology: continued...

Activity Component: Allows you to manage up to five separate activities within your event such as Spa bookings for guests during a retreat or Game drives for a conference held at a wildlife lodge. The activity component can also be used to book workshops for guests during a corporate event. Each activity can be customised with availability limits and additional options.

Speaker Question Submission Tool: This feature lets attendees submit questions for speakers ahead of the event. It's useful for Q&A sessions or panel discussions.


Seating Manager: Helps you organise seating arrangements by assigning guests to specific tables, sections, or rows. This is particularly useful for formal events such as weddings, or conferences where assigned seating enhances the guest experience.


2 Factor Authorisation: Enhances security for your RSVP platform by requiring two-factor authentication. This ensures only authorised users can access sensitive information or make critical changes.


Agenda Page Manager: Provides tools to create and manage a dedicated agenda page on your RSVP website. This is useful for listing event schedule, breakout sessions, or timelines, keeping guests informed about what to expect.


Session Scheduler: Lets you create and manage a schedule for event sessions, allowing guests to choose and book sessions they want to attend. This is ideal for conferences or multi-session events with concurrent activities.

Group Booking Module: Enables a single user to RSVP for multiple guests, making it convenient for corporate teams, families, or group registrations. This module simplifies the process and reduces repetitive entries.

Voucher Bookings: Allows guests to use vouchers for booking paid activities or services during your event. Ideal for offering pre-purchased packages or complimentary services.

Payment Integration Component: Integrates a secure payment gateway to facilitate online transactions. Guests can use this to pay for registration fees, activities, or merchandise directly on the RSVP site.

Invoicing Functionality: Allows you to generate and manage invoices for guests, providing a professional and streamlined approach to financial transactions.

Credit Note Functionality: Enables you to issue credit notes for refunds or payment adjustments, ensuring a clear audit trail and flexibility in managing guest transactions.

Terminology: continued...

Group Booking Component: Perfect for corporate or team events, this feature allows a single person to RSVP on behalf of a group, such as a company team or family. **COMING SOON**

Breakaway Session Management / Session Scheduler: This component helps you organise smaller sessions or workshops within the larger event. Guests can select which sessions they'd like to attend, ensuring better planning and attendance management. **COMING SOON**

Payment Integration: Enable online payments for ticket sales, merchandise, or additional activities. Secure payment gateways are integrated to process these transactions. **COMING SOON**

Resource Teams

Team	Email	Office Hours
New business & corporate	nhlanhla@rsvpgenie.co.za	9am - 5pm (sast)
Customer service & support	thegenie@rsvpgenie.co.za	8am - 5pm (sast)
Accounts	corrine@rsvpgenie.co.za	9 am - 1pm (sast)

Useful Resources

Resource	Link
Knowledge base	<u>Click here to connect to the knowledge base</u>
RSVP Website	<u>www.rsvpgenie.co.za</u>
RSVP Genie Software login	<u>Click here</u>



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