

7 Great Apps for Event Planners

1. EVERNOTE

When it comes to staying organized, there is no better friend than [Evernote](#). This app allows you to keep all your “stuff” in one convenient place, be it images, text, any kind of note—even entire web pages. You can also categorize everything as needed by adding tags. Available on: Web, Mac, Windows, Android, iOS, and Windows Phone

Price: free, premium for \$5/month, business for \$10/month (per user)

Pro tip: Install the Evernote Web Clipper browser extension and quickly save the most interesting content you find online to your Evernote account.

Power user hack: Use [IFTTT](#) to automatically import images you save to your Pinterest board, ensuring you have everything in one place.

2. SLACK

Having to manage a large team as well as various outside vendors at the same time can be tricky. But [Slack](#) makes communication more efficient by replacing long-winded emails with short, “chat room”-like texts. Slack also allows you to create separate groups and add tags to messages to find info more easily.

Available on: Web, iOS, Android, Mac, Windows (Windows Phone coming soon)

Price: free (for up to 10,000 messages), then plans start at \$7/month (per user)

3. CAPSULE

Have you ever wanted to keep track of your entire event production, including all images from vendors and different team members? [Capsule](#) is a great solution. Ask all parties to download the capsule photo app, then all the pictures they take will be imported into your shared “capsule” online. No more chasing everyone down for their photos!

Available on: Web, Android, and iOS

Price: free

Pro tip: Recommend this app to your clients—they will love you for it! There is also a marketplace available where users can order prints of their images.

4. DOODLE

Although you probably work with each vendors one on one, sometimes everyone on a project needs to attend a group meeting. Coordinating a date and time that works for everyone is no easy feat, but

[Doodle](#) allows you to propose different options and get poll-like responses from each attendee.

Available on: Web, iOS

Price: free, premium for \$39/year (a business version also available that starts at \$69/year)

5. PLANNING POD

The success of your next event. Having a central workspace makes it easier to stay on top of things.

[Planning Pod](#) is specifically designed for event planners, and offers over two dozen event-management tools. For a good overview of all that Planning Pod can do, watch [this video](#).

Price: free trial (30 days), then plans starting at \$19.99/month

Pro tip: You can share Planning Pod with your team (and clients if you like) to assign tasks, set deadlines, and manage all team collaboration.

6. BLOSSOM

Planning Pod offers a feature that lets you keep your clients informed about every aspect of the event-planning process, but sometimes you want a tool that lets you share just the most important parts with them. [Blossom](#) is a project-management tool designed to let you follow event progress in stages. It was chiefly designed for use by tech companies to keep track of product development, but it also works perfectly for managing events.

Blossom allows you to create “cards” for each event task, which can be moved from stage to stage as each part is completed. You can also add a “client approval” step at the end that allows your client to give each item a final review.

Available on: Web

Price: free trial (14 days), then plans starting at \$19/month

Pro tip: Blossom integrates with Slack, making it easy to follow up with team member about items listed in Blossom.

7. BIZZABO

If you are planning an event that requires registration or ticketing, [Bizzabo](#) allows you to create an event, add ticket types, build an event website, and send out your invitations—all within one application. Bizzabo also helps you stay on top of what people are saying on social media about your event. On the day of the event, the app allows you send push notifications to attendees about any delays or program changes. For a good overview of how Bizzabo works, watch [this video](#).

Available on: Web, iOS, and Android

Price: plans range from free to paid custom plans

Pro tip: Bizzabo offers a special extra for event attendees: they can use the app to network and message one another to set up meetings, etc.

[reprinted from Forbes.com]