

WE CREATE
YOUR EVENT.
**YOU TAKE
THE CREDIT.**



**GREENCASTLE
PRODUCTIONS**

ENGAGE | CREATE | SUCCEED



WHAT WE DO

Greencastle Productions provides global meeting and on-site management services. We specialize in full-service meeting planning and event management. Regardless of the size or scope of your program, our team will create a solid foundation for the introduction of your message. **Our goal is for the outcome of your event to be successful, on point and on budget.**



WHO WE ARE

Greencastle Productions is a team of experienced meeting planning professionals. No matter what your budget is, we will deliver on three promises:

- > Strong attention to detail
- > Creatively tailored solutions
- > Cost effective budget management

By delivering on these promises – you can focus on the message.



OUR PROCESS

Unsurpassed attention to detail and creative solutions are what set Greencastle Productions apart. We go beyond just managing the logistics to understanding the big picture. The most important step in planning a program is determining the purpose and creating clear goals and measurable objectives.

- We enhance your vision and handle all the details from start to finish.
- We create the perfect event – from finding the right venue to producing attention-getting collateral materials.
- We tailor every aspect to fit your needs and your budget. Our ultimate goal is *your success!*

“You are a class act and it is such a pleasure to work together as one seamless team.”

FORTUNE 100 MEETING PLANNER AFTER A 200 ATTENDEE, 3 DAY CONFERENCE

OUR SERVICES

HOTEL/VENUE SELECTION

Greencastle Productions opens doors that enable you to select just the right venue – the foundation for conveying your message. From that point, we conduct site inspections, negotiate rates and provide you with comparison reports. The best value for you at venues around the world, that is our guarantee.

CREATIVE STRATEGY

Theme development, décor planning, entertainment, food and beverage, collateral materials, keynote speakers – all of these reflect who you are and where you want to go. You can rely on our experience for better marketing strategies and creative ways to attract attendees to your event.

ON-SITE MANAGEMENT

Each attendee will know that they are in professional hands capable of addressing any concerns or issues. Hospitality and registration desk services are available. We'll meet your guests at the airport and make sure they have a positive experience right from the start.

AUDIOVISUAL EXPERTISE

Our award winning team of audiovisual professionals will be on-site to make sure that your message is delivered flawlessly and creatively. We'll design state of the art lighting, sound and stage productions that will impress your attendees. We manage, create and develop PowerPoint presentations and video that project your message effectively.

ATTENDEE MANAGEMENT

Registration tools, travel management, rooming lists, ground transportation, VIP services, creative tours, and team building activities are all part of our attention to detail. We provide materials to your attendees pre-meeting that include agendas, speaker bios, and destination information.

GRAPHIC DESIGN AND COLLATERAL

Thematically designed invitations, brochures, hand outs, and signage are available to enrich your theme and strengthen your message. We offer to develop dedicated websites to further market your event and handle online registration.

POST PROGRAM

Greencastle Productions can create and execute surveys that provide qualitative data. Post-meeting we offer to distribute survey results and e-learning tools that will help target future marketing. We will receive, review and reconcile all program costs, assuring that your program comes in on time and on budget.

“Your presence on-site at a meeting always calms me, as I know you will pitch in to do any task and carry it out in a flawless manner.”

CORPORATE MEETING PLANNER AFTER A PHARMACEUTICAL SPEAKER TRAINING MEETING



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