

MeetGreen[®] 

Event Management Services





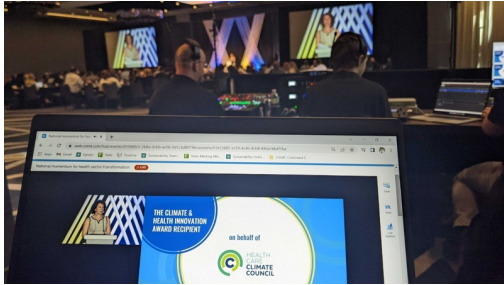
MeetGreen's Mission

We believe that events are the windows to an organization's soul.
Our work is to create connections in your community.

MeetGreen Vision & Values

We...

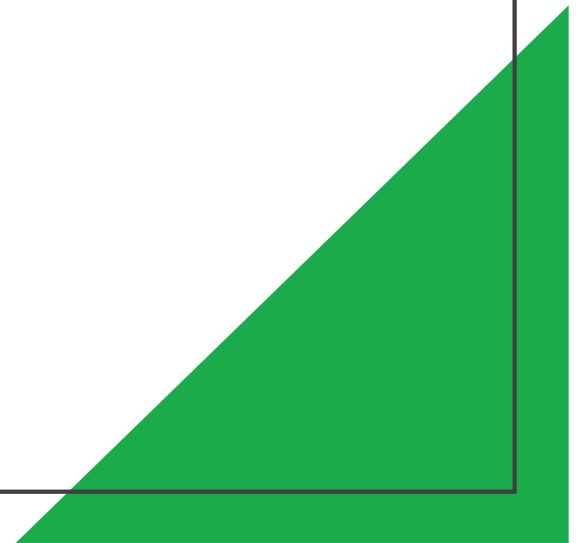
- ✓ Believe in creating a sustainable future
- ✓ Believe in inspired optimism
- ✓ Care about the planet and all of her people
- ✓ Thrive on challenges and love to learn
- ✓ Believe in the power of human connection
- ✓ Embody the spirit of collaboration and teamwork
- ✓ Believe every little bit helps



Who We Are

MeetGreen is a sustainable event agency helping organizations produce events to deliver targeted business results. We are a certified women-owned, ISO 20121, and net zero emissions business.

How Can We Support You?



Our Areas of Expertise

- ✓ Project Management
- ✓ Budget Planning
- ✓ Virtual/Hybrid Components
- ✓ Site Selection & Negotiation
- ✓ Food & Beverage
- ✓ Logistics
- ✓ Registration
- ✓ Speaker Management
- ✓ Sponsor & Exhibit Coordination
- ✓ Sustainability Initiatives
- ✓ Emergency Response Planning

Service Details

Project Management

- ✓ Facilitate key stakeholders in determining the vision of the event
- ✓ Work together to design a program to deliver optimum results
- ✓ Develop a timeline for the event
- ✓ Manage event timeline commitments and deadlines throughout the process
- ✓ Schedule and oversee team meetings

Service Details

Budget Planning

- ✓ Increase your revenue and improve your bottom line with proven strategies
- ✓ Negotiate, contract, and manage vendors to come in within budget

Did you know that choosing healthy, fresh and local foods can reduce your food & beverage costs?

Service Details

Virtual/Hybrid

- ✓ Virtual and hybrid meetings provide unique opportunities to connect participants and provide educational opportunities without ever leaving their communities
- ✓ At MeetGreen, we have the expertise to convene groups large and small and are well-suited to support your efforts
- ✓ MeetGreen will provide carbon accounting services to show the carbon saved by including a virtual audience

Service Details

Site Selection & Negotiation

Researching and selecting a city and meeting venue can be daunting.

- ✓ From international to local destinations, MeetGreen works hard to provide the most attractive, budget-friendly, safe, and sustainable options available for you to choose from
- ✓ We skillfully negotiate the terms with detailed contract language to provide the best possible agreement
- ✓ MeetGreen will do a proximity location evaluation to determine the best location for your event from a carbon perspective

Service Details

Food and Beverage

Offering fresh, healthy food for attendees using local farms, minority owned businesses, and regional cuisine. Our team has a strong background in accomplishing this goal.

- ✓ Food groups such as: allergies, preferences or faith-based options are considered during the planning as an integral part of the event experience
- ✓ We maximize the budget and minimize the food waste
- ✓ MeetGreen goes above and beyond typical sustainable, healthy menu planning to work with your caterer to ensure minimal use of disposable service ware and single use plastics

Service Details

Logistics

- ✓ We manage the meeting planning details so you can concentrate on getting the right people around the table to share your vision, contribute ideas, and build community
- ✓ Our expert team is behind the scenes setting the stage, coordinating exhibitors, prepping speakers, and managing room sets

Service Details

Registration

First impressions make a big difference. From pre-event to onsite, registration is the front line of any attendee experience.

- ✓ Services include hands-on support, online platform management, name badge production, onsite registration systems, and post-event reconciliation.
- ✓ Registration is also the first-place stakeholders will experience sustainability at the event. From know before you go language to name badge decisions to registration giveaways, MeetGreen will advise on the most sustainable best practices.

Service Details

Speaker Management

- ✓ Design and manage speaker submission systems
- ✓ Coordinate: papers/abstracts, photos, bios, presentations, and releases
- ✓ Develop and send confirmation letters, agreements, and releases
- ✓ Ensure the event communications materials contain speaker information
- ✓ Assist speakers during the event, whether virtually or in-person

Service Details

Sponsor & Exhibit Coordination

As key stakeholders, sponsor and exhibitor coordination is paramount to the success of any event. MeetGreen understands that:

- ✓ Our work begins with the prospectus and continues until every single benefit is fulfilled
- ✓ We understand the intricacies of working with the venue, general services contractors, unions, and freight companies for an impressive show

Service Details

Sustainability Initiatives

Sustainable event management is woven into every aspect of our planning:

- ✓ Site selection
- ✓ Zero waste management
- ✓ Carbon accounting
- ✓ Post-event sustainability reporting

Green initiatives save time, money and reduce risk. Better yet, the attendee experience is enhanced. There is no added cost, it is who we are and what we do.

Service Details

Emergency Response Planning

- ✓ MeetGreen offers a range of response planning services to help you prepare for today's scenarios
- ✓ From working with the venue and the local community response teams to developing a detailed communication plan, we will guide you through the process

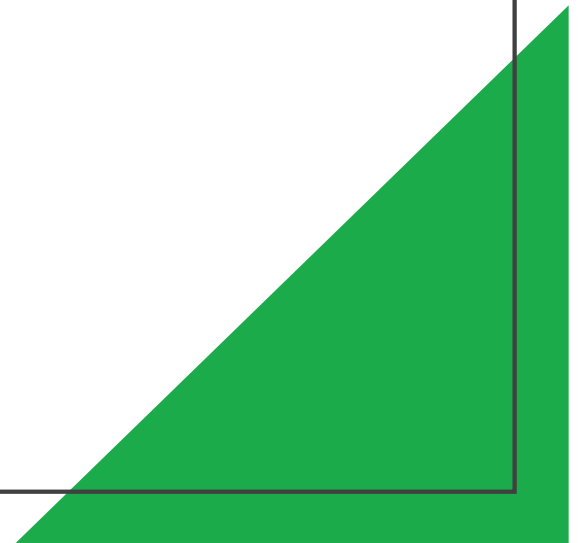
We'd Like to Learn More About...

What keeps you up at night?

Where do you need the most support?

How can we enhance your planning team?

How you define success?



Contact Us

- ✓ info@meetgreen.com
- ✓ 503.252.5458
- ✓ [MeetGreen Website](#)



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