



Red Eagle Promotions

**Event Management & Coordination
Services Guide**

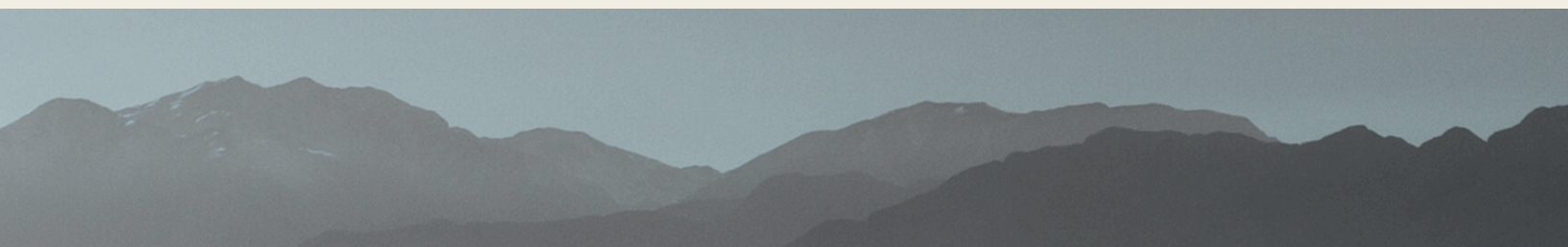
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WELCOME TO Red Eagle Promotions

Introduction

Red Eagle Promotions (REP) is a 100% First Nations-owned event planning and coordination business based in Winnipeg, Manitoba.

At REP, we believe every event should tell a story. We combine cultural values with proven expertise to bring visions to life.

This guide highlights our team, a breakdown of our services, along with the details on how we support events.



OUR TEAM

CASSIUS GENTLE

Owner & President

Cassius founded Red Eagle Promotions in 2019 and brings over five years of experience in providing custom products, design services, signage, and event solutions. With a strong background in supporting conferences and large-scale events, Cassius is dedicated to helping clients plan and coordinate every aspect of their event—turning their vision into reality with creativity, precision, and personalized service.



OUR TEAM

Kaitlin Tomcko

Event Coordinator

Kaitlin holds a BA from the University of Winnipeg and a Creative Communications diploma from RRC Polytech. With a background in marketing and communications, she has experience in corporate event planning, design, and coordination. Kaitlin thrives on collaborating with others to bring ideas to life and achieve shared goals.

Julian Grafenauer

Graphic Designer

Julian is an Ojibwe illustrator and graphic designer from Rolling River First Nation, based in Winnipeg, Manitoba. He has over 15 years of experience and is the lead illustrator and graphic designer at Indigenous Education Press. Julian creates a wide range of visual designs, including logos, printed materials, packaging, and promotional products. He enjoys using his creativity to bring ideas to life and make a strong visual impact.



EVENT MANAGEMENT & COORDINATION

At Red Eagle Promotions, we provide full-service event planning and coordination, handling everything from start to finish.

Whether it's a small gathering or a large event, we're here to help and support every step of the way.

Clear communication and transparency are important to us, so we make it a priority to keep everyone informed and involved throughout.

From concept to execution, our team makes event planning easy and stress-free.



Our Services:

Custom Promotional Products

Attendee Management

Transportation & Set-up

Post-Event Reporting

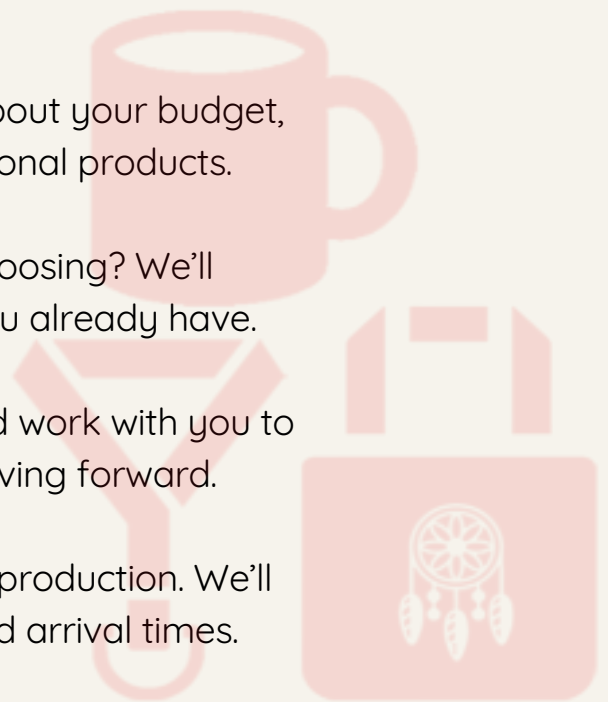
CUSTOM PROMOTIONAL PRODUCTS

Red Eagle Promotions makes it easy to create custom-branded items like tote bags, drinkware, lanyards, signage, and more!

We manage the design, production, and delivery, so everything arrives on time and the way you want it.

How it Works:

- **Consultation** – We start with a quick chat about your budget, timeline, and goals for your custom promotional products.
- **Product Recommendations** – Need help choosing? We'll suggest options or talk through the ideas you already have.
- **Design & Approval** – We create designs and work with you to make sure everything looks right before moving forward.
- **Production & Updates** – Your items go into production. We'll keep you updated on progress, shipping, and arrival times.
- **Delivery or Pickup** – Once ready, your products are delivered or available for you to pickup.



ATTENDEE MANAGEMENT

Red Eagle Promotions offers a reliable registration service to keep your guest list organized and easy to manage.

Guests can register online with instant confirmations, and you get real-time access to RSVP and ticket info.

On the day of your event, we can help with guest check-in to make sure everything runs smoothly and securely.

How it Works:

- **Consultation** - We start with a quick chat about your guest count and event branding.
- **Branded Registration Setup** - We'll create a registration page that matches your branding that's secure, mobile-friendly, and easy for guests to use.
- **Name Badges & Lanyards** - We'll design and produce custom name badges and lanyards that align with your event branding to make guests feel welcome and identifiable.
- **Real-Time Guest Data** - Track RSVPs and check-ins with an easy-to-use dashboard.
- **Onsite Check-In Support** - On the day of your event, our tools make check-in fast and secure, and our team will be there to help assist for a smooth guest experience.

TRANSPORTATION & SET-UP

Red Eagle Promotions works with a trusted transport service company to deliver your equipment safely and on time.

We manage all logistics, including:

- Arranging rentals
- Creating a blueprint map of your event space
- Loading and unloading equipment
- Handling setup and tear down

How it Works:

- **Consultation** – We'll review your event needs with you and help coordinate all details to make sure everything is organized and ready.
- **Layout & Design** – We work with you to design a detailed blueprint map of your event space for a smooth and organized setup.
- **Packing & Delivery** – All equipment is carefully packed and delivered on time.
- **Onsite Setup & Teardown** – On the day of your event, our team will be there to assist with setup and teardown, making sure everything runs smoothly from start to finish.

POST-EVENT REPORTING

Red Eagle Promotions supports you even after the event is over.

We track key metrics and attendee engagement using advanced tools, and provide custom post-event surveys to gather feedback.

All insights are delivered in clear reports to help you improve future events.

How it Works:

- **Post-Event Planning** – Before your event ends, we'll work with you to identify the key metrics, and attendee insights you'd like to track.
- **Data Collection** – We track things like session attendance, content views, and guest activity.
- **Guest Feedback** – If you choose, we can create custom surveys to collect helpful feedback from your guests.
- **Reporting** – We organize all the data into simple, easy-to-read reports that show what worked well and what could improve.
- **Review & Recommendations** – We'll walk you through the results and share insights and ideas to improve your next event.

Book Your Consultation Today!



204-930-0530



Info@redeaglepromotions.com



Winnipeg, Manitoba



www.redeaglepromotions.com

