

21st Annual Breakfast

December 2, 2022

Westin Hotel – Seattle

Master Run of Show

Pre-Event | Thursday, December 1st | 5:30PM – 8:00PM

Time (PM)	Task	Assigned To	Notes
5:30	Staff Check-In	All Staff	Sign-In on Sign-In Sheet
5:45	Lobby Area Table Set Up (<i>this includes ULMS or black tablecloths</i>)	All Staff	Registration Area, Name Tag Tables, Vendor Tables
6:00	Order & Stuff Guest Name Tags	Housing	Order alphabetically by first name
6:00	Set up Standing & Podium Signs	Comms/HR	Standing signs = 2 per ballroom entrance
6:00	Company Logos & Run of show into acrylic stands	ACE	2 stands per table: (1) w/ logo (1) w/ program agenda (<i>refer to seating chart</i>)
6:00	Flower Placements onto Tables	Fund Development/ Accounting	One small arrangement per table (<i>see Tiersha for other placements</i>)
6:00	Program Book & Black Business Guide Placement	Education/ Workforce/ Comms	Program book goes ON TOP of directory (<i>1 copy of each per seat</i>)
6:00	Name Tags on Michelle's Head Table	Teirsha/Zyna	
6:00	VIP Wristband Envelopes	Tiersha/Zyna	Should be organized behind the registration tables for easy access
6:00	Stuff & Seal Annual Breakfast 'Thank You' Cards	ULV/Data & IT/Admin	Put address labels/postage on if accessible
8:00	Staff Check-Out	All Staff	Sign-Out on Sign-Out sheet

Pre-Event | Friday, December 2nd | 5:00AM – 7:00AM

****Staff should start by completing any remaining or outstanding tasks that were not completed the previous night.****

Time (AM)	Task	Assigned To	Notes
5:00	Staff Check-In	All Staff	Sign-In on Sign-In Sheet
5:15	Registration Area Table Set Up	Comms/ACE/Data & IT	Laptops, Card Swipes, Wristband Envelopes
5:15	Layout Guest Name Tags	Housing/HR	Order alphabetically by first name
6:00	VIP Reception Set Up & Awards Preparation	Tiersha/Zyna/Education	Cookies, Carlos's photo area, VIP line, Check-In table, etc.
6:00	Photobooth & DJ Arrival & Set Up	Elite Collective	
6:30	Technical Walkthrough <i>(Walkie Talkies should be distributed to John, Tiersha, & Zyna)</i>	John/Tiersha	Make sure presentation slides & logo slider work on screen; Audio test microphones; Test greater giving display feed; videos ready; Speaker notes on stage work
7:00	Welcome & Begin Greeting Guests	All Staff	Staff should be at ballroom doors, registration, near nametag tables, near seating chart, & generally visible for assistance.

Main Event | Friday, December 2nd | 7:00AM – 9:15AM

Time (AM)	Agenda Item	Facilitator	Display Screens	Duration	Notes
7:00	Doors Open		Welcome Slide	30:00	Staff should be assisting with finding nametags & seating; DJ plays music
7:30	Breakfast Service Begins		Welcome Slide	30:00	DJ plays music
8:00	Invocation	Leslie Braxton	Invocation Slide/ Live Feed	5:00	Enter/Exit stage right
8:05	Little Marc's Song		Video	0:30	

8:06	Programs & Services Highlights		Video	2:00	
8:10	Welcome	Gina Hall	Gina's Slide/ Live Feed	5:00	Enter/Exit stage right
8:15	Remarks & Acknowledgements	Michelle Merriweather	Michelle's Slide/ Live Feed	10:00	Enter/Exit stage right
8:25	Honoring Linda Taylor	Michelle Merriweather	Video, then Live Feed	5:00 (video = 2:00)	Flowers + Award
8:30	Award Honorees	Michelle Merriweather	Video, then Live Feed	5:00 (video = 1:30)	Awards on stage
8:35	Sharon's Poem		Video	1:30	
8:37	Formal Ask	Carmen Best	Greater Giving Display Board	5:00	Goal meter should be showing
8:42	Special Guest Intro	Catherine Buell	Event Title Slide	3:00	
8:45	Special Guest	Magic Johnson	Magic's Slide, Live Feed	20:00	No podium on stage
9:05	Wrap-Up & Thank You	Michelle Merriweather	Event Title Slide	3:00	
9:08	Program Ends				

VIP Reception | Friday, December 2nd | 9:15AM – 10:15AM

Time (AM)	Agenda Item	Assigned To	Duration	Notes
9:15	Doors Open/Check-In Begins	ACE/Data & IT/Comms	10:00	EVERYONE should have a wristband to gain entry. Red wristbands are guaranteed photos with Magic. Black wristbands only get to be in the room. <i>(John takes room photos/Ace does social stories)</i>

9:25	Michelle's Welcome	Michelle Merriweather	3:00	
9:30	Special Guest Remarks	Magic Johnson	5:00	
9:35	Meet & Greet Photos Begin	Magic & Attendees	40:00	DJ plays music/ Elite Collective Taking Photos
10:15	Meet & Greet Ends			

Post-Event | Friday, December 2nd | 9:15AM – 11:00AM

Time (AM)	Agenda Item	Assigned To	Notes
9:05	Transition to Reception for VIP duties	ACE/Data & IT/Comms	EVERYONE should have a wristband to gain entry. Red wristbands are guaranteed photos with Magic. Black wristbands only get to be in the room.
9:05	Crowd control & goodbyes	Accounting/Fund Development	Help folks find exits & wave goodbye
9:05	Name tag collection	Housing	Be ready outside of ballroom doors as soon as they open. Ask guests to put name tag in bins you are holding.
9:15	Program Book/Directory collection	Education/Workforce	Make sure any extras are taken back to the office and placed in Michelle's office.
9:30	Signage Breakdown	ULV/HR	Make sure standing signs are returned to the office and placed in Michelle's office.
9:30	Flower collection & disposal	Housing/Admin	Feel free to give away flowers or keep some. Dispose of all remaining.
9:30	Collect Giant Logo Sign	Mr. Cita/Outreach Team	Take it back to storage.
9:30	Breakdown Registration & Name tag tables	Accounting/Fund Development	
11:00	Staff Check-Out	All Staff	Make sure you find Zyna to sign the check-out roster.