

22nd Annual Breakfast
Master Script
(WORKING)

Presenter Queue
Video Queue
Tech/Visual Queue
Stage Queue

At 7:00AM, the doors will open.

(Event title slide is on screen. DJ Coco should be playing music.)

- **7:15AM: [SHARON]** "Good morning, friends and family of the Urban League. We welcome you this morning to our 22nd Annual Breakfast, Era of Essential Service! Please be sure to check-in and collect your name tag on the 2nd floor before you head to your seat."
- **7:30AM: [SHARON]** "Good morning, ladies and gentlemen -- welcome to the Urban League of Metropolitan Seattle's 22nd Annual Breakfast, Era of Essential Service! Breakfast service has begun. Please make your way to your tables. Your meals will be delivered momentarily."

(‘Breakfast is served’ slide is on screen for 10 minutes. Then the screen will change to Event title slide.)

- **7:45AM: [SHARON]** "Ladies and gentlemen -- welcome to the Urban League of Metropolitan Seattle's 22nd Annual Breakfast, Era of Essential Service! The show will begin in 10 minutes. Please find your way to your seats."

(‘Please be seated’ slide is on screen.)

- **7:50AM: [SHARON]** "Ladies and gentlemen -- the Urban League of Metropolitan Seattle thanks you for joining us this morning for our 22nd Annual Breakfast! The show will begin in 5 minutes. The show will begin in 5 minutes. Please be seated."

**Main table should be seated on this time. **

**Pastor Stoot should be ready on the stage right. **

(Event title slide is on screen.)

(By 7:55AM, DJ Coco should stop playing music. *Event title slide* is on screen at this time.)

- **7:55AM: [SHARON]** "Ladies and gentlemen, please welcome to the stage our Invocation speaker for this morning from Greater Trinity Church -- Dr. Paul A. Stoot Sr.!"

(*Pastor Stoot's slide* will come be on screen.)

(*Pastor Stoot* will bless the food.)

(*ULMS Overview Video* will play as soon as he is finished.)

***Blair should be ready on the stage right. ***

(*Event title slide* is on screen.)

- **8:00AM: [SHARON]** "Ladies and gentlemen, please welcome to the stage Urban League of Metropolitan Seattle Chairman of the Board, Blair Taylor!"

***Michelle should be ready on the stage right. ***

(*Blair's slide* will be on screen for the first 2 minutes. Then the *screen will change to Event title slide.*)

(*Blair* does his welcome, then introduces Michelle when he's finished. Blair will exit stage right as Michelle comes up.)

(*Michelle's slide* will be on screen for the first 2 minutes. Then the *screen will change to Event title slide.*)

(*Michelle* does her acknowledgements - sponsors & elected officials included. Sponsor slides should change as she says them.)

***Andrea should be ready on the stage right. ***

PHOTO QUEUES:

When she says she "received a photo yesterday" show the black and white ULMS building photo.

When she says "I picture the future of the Urban League" switches to photo of the new ULMS design. "We're working hard to make this dream a reality and we can't do it without you." THEN TAKE IT DOWN.

(Michelle moves into presentation of the awards. She introduces Andrea's award first.)

(Andrea's video will play first. Her slide will come on screen as she comes on stage to get her award from Michelle. They will take a picture. Andrea will immediately exit stage right.)

(Event title slide is on screen.)

(Michelle introduces Vivian's award Second.)

**Vivian should be ready on the stage right. **

(Vivian's video will play first. Her slide will come on screen as she comes on stage to get her award from Michelle. They will take a picture. Vivian will immediately exit stage right.)

(Event title slide is on screen.)

(Michelle introduces Edwin T. Pratt Award in honor of Ms. Lottie. Ms. Lottie's slide will come on screen. Ms. Lottie's daughters will come up to accept the award on her behalf. They all take a photo then immediately exit stage right.)

(ULMS Impact Video will begin to play. Immediately after, Event title slide is on screen.)

**Margie should be ready on the stage right. **

- **8:00AM: [SHARON]** "Ladies and gentlemen, please welcome to the stage -- CEO of the Work & Play Lounge, Margie Haywood!"

(Margie's slide will be on screen for the first 1 minute. Then the screen will change to Event title slide.)

(Margie will briefly share her connection w/ the Urban League then implore the audience to give with an official ask. She will then provide instructions on how to give using the donor pledge card. Margie exits immediately after stage right.)

*(We will give the room 2 minutes to make their donations. During this time the stage needs to be reset with the **(2) keynote chairs, side tables, clock in Vivian's line of sight, and water.** Breakfast service will stop. We need to be ready to resume by 8:35AM.)*

(Fierce Women in Business video will begin to play. Immediately after, Event title slide is on screen.)

**Vivian and Taylor should be ready on the stage right. **

- **8:39AM: [SHARON]** “Ladies and gentlemen, please welcome to the stage – our keynote moderator and founder of Arte Noir, Vivian Phillips, followed by Head of Community Engagement at Amazon, Taylor Hoang!”

(Vivian and Taylor both walk on stage; Vivian immediately takes her seat and Taylor goes to the podium.)

**Trevor should be ready on the stage left. **

(Taylor's slide will be on screen for the first 1 minute. Then the screen will change to Event title slide.)

(Taylor does her keynote introduction.)

(Trevor comes on stage as his slide comes up on screen. Taylor immediately exits stage right. Trevor's slide should stay up for about 3 minutes.)

(At this time the screens should show alternate camera angles of what's happening on stage.)

*(Vivian begins moderation. The conversation needs to end at 9:25AM – this is a **HARD STOP**. Vivian will invite Michelle back on stage to give Trevor a gift and to say thank you and goodbye.)*

(Event title slide is on screen.)

- **9:30AM: [SHARON]** “Thank you for attending the Urban League’s 22nd Annual Breakfast! Please feel free to take home the flower arrangements and remember to drop your name tags in the buckets outside of the main doors. Have a wonderful day!”

(Everyone on stage will immediately exit to the green room for photos.)

(DJ Coco Plays music for final 30 minutes as folks are leaving.)