

22nd Annual Breakfast

Team Assignments

(by department)

Event Location Address:
 The Westin Hotel - Seattle
 1900 5th Ave, Seattle, WA 98101

WEDNESDAY, NOVEMBER 29 | Evening Preparation

- Staff Start Time: 5:30PM
- Staff End Time: 8:00PM
- Dinner will be provided.
- Volunteers requested (**not** mandatory for all staff, but hourly staff who come the night before will be paid overtime or be able to flex hours. Confirm with managers beforehand.)

Time	Task	Assigned To	Notes
5:30PM	Staff Check-In	HR	Sign-in with HR using a wet signature .
	Stuffing Name Tags		Tear out each name tag and stuff it into the name tag holders.
	Labeling Red Envelopes with Table Numbers		Each red envelope should have the table number on the bottom left corner. Pens need to be put inside.
	Labeling white donor pledge card envelopes with table numbers		Each white envelope should have the table number on the bottom left corner.
	Stuffing Thank You Cards		Put a thank you card in each envelope.
	Stuff VIP Bags		Candles, oreos, etc. Gold bags with blue stuffing tissue.
	Count out and sort each table item into 140 groups		Each group should have 10

	of 10 and 1 group of 30 for Michelle's head table.		directories, 10 program agendas, 10 donor pledge cards with envelopes, 10 pens, and 1 red envelope.
--	--	--	---

THURSDAY, NOVEMBER 30 | Event Day

- Staff Start Time: 4:00AM
- Staff End Time: 12:00PM
- Breakfast will be provided for staff.
- **MANDATORY FOR ALL STAFF** (unless previously excused ***by Michelle***).

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

Time	Task	Assigned To	Notes
Before Doors Open			
4:00AM	Staff Check-In	HR Lead: Maisha	All staff have to sign-in with a wet signature. You can check in with either Maisha or Aaron.
	Registration	Comms/ACE/Data IT /Accounting Lead: Kisha-Marie	Set up the Greater Giving card readers (<i>bring your laptops</i>).
	Guest Name Tags	Housing/Financial Empowerment Lead: Qiana	Alphabetize and lay out name tags in rows by last name.
	Flower Arrangements & Table Runners	Public Health/ ULV/ Accounting Lead: Kurt	1 flower arrangement per table on top of table runners. Runners go in a + shape on the tables.
	Black Business Directories/ Donor Pledge Cards/ Program Agendas	Education/Entrepreneurship/Workforce Lead: Rob	Place 1 directory and 1 pledge card, and on each seat. 1 program agenda

			on the table in front of each seat.
	Put the Sponsor logos in the table stands.	<ul style="list-style-type: none"> • Alivia • Kaleigha • Kamar 	Logos should go on the 18" stand and the table number should be on the 12" stand.
	Put Name Place cards on Michelle's Head Table.	<ul style="list-style-type: none"> • Alivia • Kaleigha • Kamar 	Follow seating chart for the head table.
	Put VIP bags at the VIP Sponsor tables	<ul style="list-style-type: none"> • Alivia • Kaleigha • Kamar 	Put the designated number of VIP bags at each table. Bags can be put on the table.
	Lobby Signage	Comms Lead: John	Set up the standing signs in the lobby.
During Event			
7:00AM	Registration	Comms/ACE/Data IT Lead: Kisha-Marie	Check-In guests
	Welcome Staff	Public Health/ Workforce/ Entrepreneurship Lead: Kurt	Help folks find the grand ballroom. Wave to guests from elevators.
	Table Directors	Education/ULV/ Accounting/ HR Lead: Rob	Help folks find their tables. Should have clipboards with table assignments listed.
	Audio/Tech Booth	Comms Lead: John	
	Stage Handlers	<ul style="list-style-type: none"> • Alivia • Kaleigha • Kamar 	Help bring people to and from the stage.
	Name tags	Housing Financial Empowerment Lead: Qiana	Help guests find their name tags.

After Event			
9:30AM	Name Tags	Housing/Financial Empowerment Lead: Qiana	Be ready once main doors open to collect name tags in bins/buckets.
	Breakdown Registration	IT/Comms Lead: Kisha-Marie	Pack up all of the card readers and break down the registration area.
	Remaining Directories	Education/Workforce Lead: Rob	Collect the remaining black business directories and bring them back to the main office. Throw away the program agendas.
	Red Envelopes w/Pledge Cards	Accounting Lead: Mansour	Collect the red envelopes and any remaining donor pledge cards and take them back to the office.
	Table Runners	Entrepreneurship/Financial Empowerment/ULV/Public Health Lead: Angela	Collect the table runners and bring them back to the office (<i>they belong to ULMS!</i>)
	Remaining Flowers	Entrepreneurship/Financial Empowerment/ULV/Public Health Lead: Angela	Throw them away if guests don't take them.
	Signage	Comms Lead: John	Break down the signs and pack them up to go back to the office.
	Transportation Crew	ACE/Housing (outreach)/Education	

		Lead: Qiana	
12:00PM	Staff Check-Out	HR Lead: Maisha	All staff have to sign-out with a wet signature. You can check out with either Maisha or Aaron.