

Table Captain Instructions + Important Information

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Wed 11/29/2023 3:43 PM

Cc:Annual Breakfast (Shared) <annualbreakfast@urbanleague.org>

Hi there!

We are SO excited to welcome you and your team to the Urban League's 22nd Annual Breakfast tomorrow morning! As a table captain, there are a few housekeeping items we would like to quickly cover in preparation for the big day:

Hotel Address:

1900 5th Ave
Seattle, WA 98101

ARRIVAL

Doors will open at 7:00AM. Servers will begin distributing meals at 7:30AM. The program will start promptly at 8:00AM.

Check-in will be located on the 2nd floor. You can also collect your name tag and utilize the coat check on the 2nd floor as well. The main event will take place on the 4th floor.

DONOR PLEDGE CARDS

On each person's seat, there will be a donor pledge card with the words 'Yes! I want to help empower my community.' on them. Guests who wish to make a donation during the event can:

1. Scan the QR code inside the card to make a digital online donation, OR;
2. Fill out the bottom portion of the card to leave a check or to have us charge a card for you. Pens will be located in the red envelope on the table.

The bottom portion of the donor pledge card can be torn off and placed into one of the small white envelopes on the table labeled with your table number (*this will ensure no checks will fall out!*). These smaller white envelopes can then be placed back in the larger red envelope on your table labeled with your table number. Our team will collect the red envelopes at the conclusion of the event at 9:30AM.

PARKING

While we strongly encourage ride share travel to the event, you can find parking for the event in 3 areas:

- Parking garage directly adjacent to the Westin (*self-parking*) - **Located on 5th Avenue, connected by 2nd floor catwalk**
- Parking garage in the same building as the Westing (*self-parking*)
- Valet Parking
- Street Parking (*limited*)

QUESTIONS

If you have any questions the day of, members of the Urban League staff will be wearing red polos and are happy to assist you. You can also find assistance at the check-in desk on

the 2nd floor.

That's all I have to share for now.

We look forward to seeing you in the morning!

Ashley Pugh

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