

22nd Annual Breakfast
Run of Show
 (TENTATIVE)

Time	Agenda Item	Notes	Duration
7:00AM	Ballroom Doors Open <i>**DJ Coco will begin playing music**</i>		-
7:30AM	Breakfast Service Begins		-
7:45AM – 7:50AM	<i>Verbal reminders at 7:45 & 7:50 the show will start soon & please be seated. Main table needs to be seated by 7:50.</i>		-
7:55AM	Ballroom Doors Close		-
7:55AM – 7:57AM	Invocation/Prayer	o Pastor Paul Stoot	2 min
7:57AM – 8:00AM	Video #1: ULMS Overview	-	3 min
8:00AM – 8:15AM	Welcome & State of the Urban League	o Blair (<i>Welcome & Michelle's intro</i>) o Michelle (<i>Sponsor/Elected Officials Acknowledgement</i>)	15 min
8:15AM – 8:25AM	Award Disbursement (Video #2-4) o Andrea – President's o Vivian – Legacy o Lottie – Edwin T. Pratt (<i>no video, onstage acceptance via proxy</i>)	o Michelle (<i>intro award, honoree video will play, awardee receives award, photo is taken; repeat 2x – 3 minutes per honoree</i>)	10 min
8:25AM – 8:33AM	Official Ask (Video #5)	o ULMS Impact Video 1 st o Margie Haywood (<i>verbal ask + pledge card instructions -- 5 mins</i>)	8 min
8:33AM – 8:35AM	Transition & Stage Reset <i>Production needs to bring chairs/tables up on stage at this time. All breakfast/table service should stop.</i>		2 min
8:35AM – 8:39AM	Keynote Intro (Video #6)	o Fierce Women in Video	4 min
8:39AM – 8:44AM	Moderator + Special Guest Intro	o Amazon representative intro's Trevor	5 min
8:45AM – 9:25AM	Keynote Discussion	o Vivian & Trevor start for first 15 mins o Michelle joins around 9:00 for the remainder	40 min
9:25AM – 9:26AM	Thank You, Acknowledgements + Dismissal	o Michelle	1 min

9:26AM	Ballroom Doors Reopen <i>ULMS Staff should be ready to wave goodbye, collect name tags outside the doors & remaining table materials.</i>	-
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