



Urban League of  
Metropolitan Seattle

*Empowering Communities.  
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## 24<sup>th</sup> Annual Breakfast Event Plan Overview

### EVENT PLAN

- I. Run of Show
- II. Event Slides
- III. Voice of God Script
- IV. Moderator Candidates
- V. Step & Repeat
- VI. Event Room Decor
- VII. Program Agendas
- VIII. Ballroom Floor Plan



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## EVENT PLAN

### I. Run of Show

(all times are listed in PDT)

Time	Agenda Item	Duration
6:30am	<b>Ballroom doors open.</b> <ul style="list-style-type: none"><li>• Security check-in &amp; pre-breakfast coffee hour begins.</li></ul>	85 min
7:30am	<b>Breakfast service begins.</b>	70 min
7:30am	<b>Invocation</b> <ul style="list-style-type: none"><li>• <u>Presenter:</u> Pastor Joseph Manaway</li><li>• Reminder of digital recording disclaimer</li><li>• Memorial</li></ul>	3 min
7:45am	<b>Acknowledgement of Distinguished Guests</b> <ul style="list-style-type: none"><li>• <u>Presenter:</u> Josalyn P. Ford</li><li>• Government Officials</li><li>• Sponsors</li></ul>	10 min
7:50am	<b>Ballroom doors close.</b>	-
7:55am	<b>Impact Highlights</b> "My name is .... and this is my Urban League story." <ul style="list-style-type: none"><li>• <u>Speaker 1:</u> Staff Member – Gosay Muhammed</li><li>• <u>Speaker 2:</u> Housing – Elijah Williams</li><li>• <u>Speaker 3/4:</u> Education – Brian Gatewood / His Son</li></ul>	8 min
8:03am	<b>VOG Introduces Governor</b>	1 min
8:03am	<b>Governor's Address</b> <ul style="list-style-type: none"><li>• <u>Presenter:</u> Governor Bob Ferguson</li></ul>	2 min
8:05am	<b>VOG Introduces Welcome Speaker</b>	1 min
8:05am	<b>Welcome Address</b> <ul style="list-style-type: none"><li>• <u>Presenter:</u> Blair Taylor, ULMS Board Chairman</li><li>• Blair will introduce Michelle</li></ul>	2 min
8:08am	<b>Presentation of Awards</b> <ul style="list-style-type: none"><li>• <u>Presenter:</u> Michelle Merriweather, ULMS President &amp; CEO, (<i>included in photos: Blair Taylor, ULMS Board Chairman, Bruce Harrell, Mayor of Seattle</i>)</li><li>• <i>My Urban League Story: Mario Bailey [VIDEO]</i></li><li>• <i>My Urban League Story: Constance &amp; Norman Rice [VIDEO]</i></li></ul> <p>Michelle M. introduces the award &gt; Video plays &gt; Honoree enters stage left for photo w/ ULMS leadership &gt; exits stage left. (each)</p>	12 min



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	<i>honoree's slide shows as they take photos) Repeat. <b>5 minutes per honoree MAX.</b></i>	
8:20am	<b>Empowerment Appeal (Official Ask)</b> <ul style="list-style-type: none"><li>• <u>Presenters:</u> Michael P. McMillan, Urban League of Metropolitan St. Louis, President &amp; CEO</li><li>• Michelle will introduce to the stage.</li></ul>	5 min
8:25am	<b>A Week in the Life Video</b> <ul style="list-style-type: none"><li>• <i>One Week @ ULMS</i></li></ul>	5 min
8:30am	<b>Breakfast service ends (plates are picked up).</b>	-
8:30am	<b>State of the Urban League</b> <ul style="list-style-type: none"><li>• <u>Presenter:</u> Josalyn Ford, ULMS Chief Advancement Officer</li></ul>	15 min
8:45am	<b>Pause for Donations</b>	3 min
8:48am	<b>Intermission (final plate pick up).</b>	10 min
8:59am	<b>Talent Introduction</b> <ul style="list-style-type: none"><li>• <u>Presenter:</u> Candi Castleberry, Vice President of Inclusive Experiences and Technology at Amazon</li><li>• <i>VOG will cue to the stage.</i></li></ul>	1 min
9:00am	<b>A Moderated Conversation with Michelle Obama Begins</b> <ul style="list-style-type: none"><li>• <u>Moderated by:</u> Michelle Merriweather, ULMS President &amp; CEO</li><li>• <u>Photographs by:</u> Erica Daniels, Emazing Photography (1<sup>st</sup> 5 minutes <b>only</b>)</li></ul>	60 min
10:00am	<b>A Moderated Conversation with Michelle Obama Concludes</b> <ul style="list-style-type: none"><li>• <i>Moderator will provide a formal close.</i></li></ul>	-
10:00am	<b>Talent Downtime / Transition</b>	15 min
10:00am	<b>Photo Line guests begin to line up.</b>	15 min
10:15am	<b>Socially Distanced Photo Line Begins</b> <ul style="list-style-type: none"><li>• <u>Photographs by:</u> Erica Daniels, Emazing Photography</li></ul>	30 min
10:45am	<b>Socially Distanced Photo Line Concludes</b>	-
10:45am	<b>Talent Free to Depart</b>	-

## MODERATION PLAN



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- We will have **one speaker timer** — this will be a countdown clock placed in front of the stage that counts down when time is left then counts up and in red when speaker goes over time.
- In addition, we'll have **two confidence monitors** on each side of the speaker timer — one will show the live feed, and the other will show the moderator questions and any additional notes needed.
- Finally, we will also put an **IFB** in Michelle's Merriweather's ear (*in the ear not facing the audience*). It's about the size of an air pod and very discrete. I'll be able to speak to her directly as the 10-, 5-, and 2-minute markers approach and verbally alert her as well.

### III. Program Slides (Main Screen Presentation)

The program slides will be as follows:



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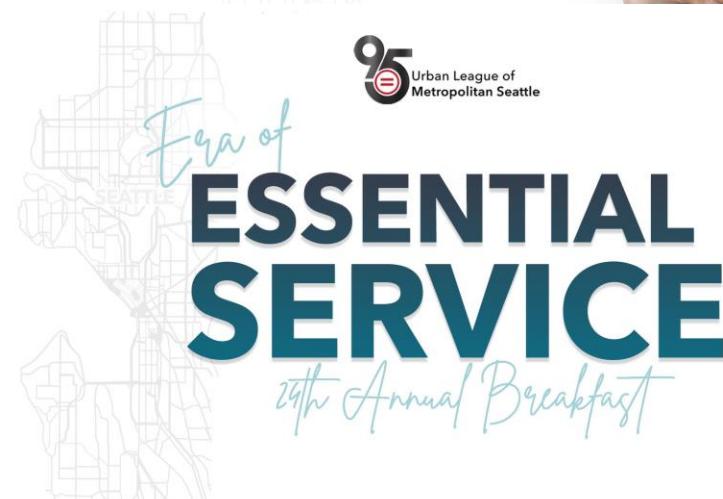


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- **Live PowerPoint Link:** [24th Annual Breakfast Presentation Slides .pptx](#)



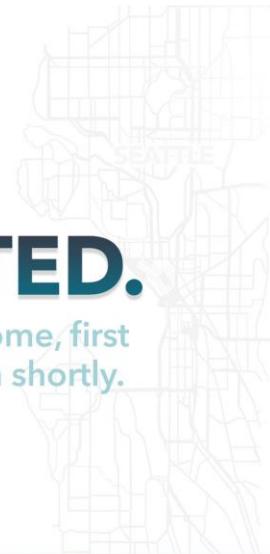
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*Fair of*  
**ESSENTIAL  
SERVICE**  
*10th Annual Breakfast*



## PLEASE BE SEATED.

Tables designated as "open" are first come, first served seating. Our program will begin shortly.

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**ESSENTIAL  
SERVICE**  
*10th Annual Breakfast*

## VENDOR *Marketplace*

*After the show, shop with more than 20 local businesses  
featured in the Urban League of Metropolitan Seattle's  
2026 Black Business Directory!*

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# CONNECT TO WIFI

*Internet*

**USERNAME:** 24AnnualBreakfast

**PASSWORD:** ULMS2025

@SeaUrbanLeague #ULMSBreakfast24



# THANK YOU

TO OUR MERRIWEATHER LEGACY SPONSORS!

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# THANK YOU

TO OUR WOODHOUSE LEGACY SPONSORS!

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SERVICE**  
*5th Annual Breakfast*

## BREAKFAST IS SERVED.

Guests are kindly asked to proceed to their tables.  
Event staff are available throughout the venue to  
assist with seating, as needed!

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## DIGITAL DISCLAIMER

The moderated discussion portion of our program will be an off the record conversation. Kindly put away your cell phones. Photography and Videography of any kind is not permitted.

Thank you for your cooperation!

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## HEALTH & SAFETY

For the safety of all attendees, **please refrain from entering if you are feeling unwell, have recently tested positive for COVID-19, or have recently been in close contact with someone who has tested positive for COVID-19.**

Thank you for helping us maintain a healthy environment!

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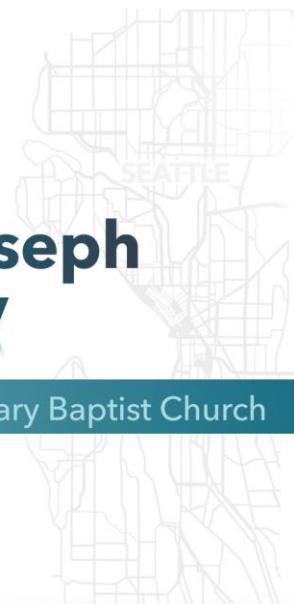


INVOCATION

## Pastor Joseph Manaway

Tabernacle Missionary Baptist Church

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WELCOME ADDRESS

## Blair Taylor

Urban League of Metropolitan Seattle

Chairman of the Board



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## PRESENTATION OF AWARDS

# Michelle Merriweather

Urban League of Metropolitan Seattle

President & CEO



## HONOREE

# Mario Bailey

Vice President of Community Engagement & Legends,  
Seattle Seahawks

President's Award Recipient



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**HONOREES**

**Dr. Constance W. &  
Norman B. Rice**

President, Very Strategic Group  
Former Mayor, City of Seattle

**Edwin T. Pratt Award**

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**STATE OF THE URBAN LEAGUE**

**Josalyn P. Ford**

Urban League of Metropolitan Seattle

**Chief Advancement Officer**



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#### EMPOWERMENT APPEAL

## Michael P. McMillan

Urban League of Metropolitan Saint Louis

President & CEO



## HOW TO GIVE

*Donate Online!*



1. Scan the QR code.

2. Drop a check in the blue envelope.  
Payable to **Urban League of Metropolitan Seattle**

3. Use a Pledge Card at your table.

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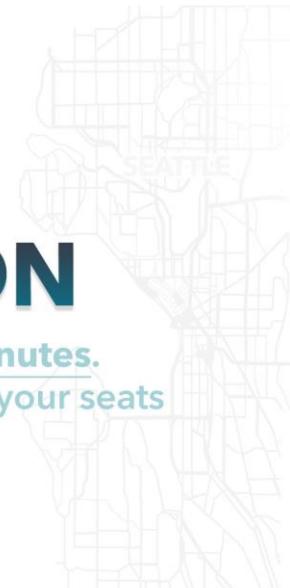
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*First*  
**ESSENTIAL  
SERVICE**  
20th Annual Breakfast



## INTERMISSION

Our program will resume in 10 minutes.  
Please enjoy a quick break & return to your seats  
promptly.

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FORMER FIRST LADY  
**MICHELLE OBAMA**



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### III. Voice of God Script

The Voice of God (VOG) for the event will be Emmy award-winning, storytelling voiceover artist **Sharon Nyree Williams**.

- **Artist Website:** <https://www.sharonwilliams.com/>
- **Full Artist Biography:** <https://www.sharonwilliams.com/my-story>

Time	Agenda Item	Slide	Duration
7:00am	<b>Ballroom doors open.</b>	Title slide	55 min
7:05am	<b>VOG:</b> Good morning, friends and family of the Urban League! Welcome to our 24th Annual Breakfast: Era of Essential Service – a moderated conversation with Michelle Obama! Thank you for being part of this incredible celebration of service, community, and impact. Our show will begin at the top of the hour.	Title slide	-
7:10am	<b>VOG:</b> If you haven't already found your seat, please make your way to the main ballroom and locate either your assigned table or a table designated as open. Volunteers are here to assist if you need any help — just look for the friendly faces with the grey cardigans!	Please be seated	-
7:15am	<b>VOG:</b> We're proud to spotlight this year's ULMS Legacy Marketplace, featuring over 25 local Black-owned businesses from the Urban League's upcoming 2026 Black Business Directory.  After the program, we encourage you to head out to the 5th floor lobby, just outside these ballroom doors, and show your support. Whether you're shopping, networking, or just stopping by to say hello — your presence makes a difference!	Vendor Marketplace	-
7:20am		Sponsor Thank You	-



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	<p><b>VOG:</b> We want to take a moment to extend our heartfelt thanks to our event sponsors, whose generous support makes this morning — and our mission — possible. Thank you for standing with us and investing in the power of community, equity, and service!</p>		
7:25am	<p><b>Breakfast service starts.</b></p>	Breakfast is served	70 mins
7:25am	<p><b>VOG:</b> Good morning, ladies and gentlemen -- welcome to the Urban League of Metropolitan Seattle's 24th Annual Breakfast: Era of Essential Service! Breakfast service has begun. Please make your way to your tables. Your meals will be served momentarily.</p>	Breakfast is served	
7:30am	<p><b>VOG:</b> Ladies and gentlemen please welcome to the stage – our Invocation speaker for this morning from Tabernacle Missionary Baptist church – Pastor Joseph Manaway!</p>	Joseph Manaway	-
7:40am	<p><b>VOG:</b> Good morning, friends of the league! As a reminder, photography and videography are not permitted during the moderated discussion. We appreciate your cooperation in helping us create an intimate and respectful space for today's conversation.</p>	Digital disclaimer	-
7:45am	<p><b>VOG:</b> Good morning, everyone! This is your <b>10-minute heads up</b> – our program will begin shortly. Now's a great time to wrap up your conversations, grab a refreshment if you need one, and make your way to your seats. We've got a powerful morning ahead, and we're so glad you're here to be part of it.</p>	Please be seated <i>*10-minute countdown clock begins*</i>	-
7:55am	<p><b>VOG:</b> Friends, we are just <b>5 minutes away</b> from the start of this morning's program. If you haven't already, please find your seats and get</p>	Please be seated	-



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	settled — we've got an inspiring morning ahead, and we can't wait to get started!		
7:55am	<b>Ballroom doors close.</b>	Title slide	-
7:57am			
8:05am	<b>VOG:</b> Please welcome to the stage, our welcome address speaker and Urban League of Metropolitan Seattle Chairman of the Board, Blair Taylor, Blair Taylor!	Blair Taylor	-
8:08am	<b>VOG:</b> Please join me in welcoming to the stage – Urban League of Metropolitan Seattle President and CEO, Michelle Merriweather!	Michelle Merriweather	-
8:20am	<b>VOG:</b> Please join me in welcoming to the stage – Urban League of Metropolitan Seattle Chief Advancement Officer, Josalyn Ford!	Josalyn Ford	-
8:35am	<b>Impact video plays.</b>	5 mins	
8:40am	<b>VOG:</b> Please welcome to the stage, Urban League of Metropolitan St. Louis President & CEO, Michael P. McMillan!	Michael McMillan	-
8:48am	<b>Intermission begins.</b>	Intermission <i>*10-minute countdown clock begins*</i>	
8:48am	<b>VOG:</b> We'll now take a 10-minute intermission. Feel free to stretch your legs or quickly visit the restrooms located just outside the ballroom doors. Please keep an eye on the countdown clock displayed on the lobby screens and return to your seat before it expires. Enjoy the break — we'll see you in just a few!	Intermission	-
8:53am		Digital disclaimer	-



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**VOG:** Ladies and gentlemen please make your way back to your seats. Our program will resume in 5 minutes. To help keep this a focused and respectful environment for everyone, we kindly ask that you refrain from taking photos or recording videos during the moderated discussion. We're so grateful for your cooperation!

8:58am

**Intermission ends.**

Title slide

-

**VOG:** Friends of the league please join me in welcoming to the stage, Candi Castleberry!

Candi's Intro:

*Good morning, everyone.*

*I'm Candi Castleberry, Vice President of Inclusive Experiences and Technology at Amazon, and a proud Trustee of the National Urban League. It's a true honor to join you this morning to celebrate leadership that uplifts, inspires, and transforms.*

8:58am

*First, Michelle Merriweather, President and CEO of the Urban League of Metropolitan Seattle. Michelle leads with both courage and compassion—building pathways to equity and creating a legacy of community transformation.*

Candi  
Castleberry  
*\*Will provide 1 min keynote introduction\**

-

*And this morning, we are graced by a woman whose authenticity, wisdom, and unwavering commitment to empowerment have inspired millions—The Honorable Michelle Obama. Her journey reminds us of the power of purpose and the beauty of service.*



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	<p><i>Please join me in welcoming these two extraordinary women—Michelle Merriweather and Michelle Obama.</i></p>	
9:00am	<p><b>Michelle Merriweather and Michelle Obama come out to the stage together.</b></p>	Title <b>then</b> Keynote Speaker slide - once announced. Title Slide -
9:00am	<p><b>Moderated discussion begins.</b></p>	
10:00am	<p><b>Event concludes.</b></p>	
10:03am	<p><b>VOG:</b> Just a quick reminder — our <b>ULMS Legacy Marketplace</b> is happening right outside these doors in the <b>5th floor lobby</b>, featuring over 20 amazing Black-owned businesses. Support local, shop Black, and keep the spirit of community going strong. We'll see you out there!</p>	Vendor Marketplace -

#### IV. Moderator Candidates

Below are the proposed candidates we'd like to put forward for consideration as moderator for the keynote discussion:

**Moderator:** Michelle Y. Merriweather

**Title:** President & CEO, Urban League of Metropolitan Seattle



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**Biography:** Since joining ULMS in 2015 and stepping into the CEO role in 2018, Michelle has transformed the organization into one of the region's most impactful civil rights institutions. Under her leadership, ULMS has expanded from a staff, significantly increasing its reach across housing, education, entrepreneurship, workforce development, health equity, and advocacy initiatives. Michelle's passion for community work is rooted in her personal mission: to build a future where Black children — including her nephew, Cayden and God Children, Olivia, Corey, and Camille— can walk tall without fear, live freely in their truth, and thrive in communities rooted in dignity, joy, and opportunity. She

brings both urgency and strategy, as well as the fighting spirit of her warrior-like grandmothers to that mission every day.

Her leadership has been recognized throughout the region. She was recognized as a Puget Sound Business Journal Woman of Influence, recognized on the Power 100 list, and received the Edwin T. Pratt Community Service Award. In addition to her role at ULMS, Michelle serves on several boards, including United Way of King County, KUOW, the Alliance for Education, and the Downtown Seattle Association. She is also a proud member of Delta Sigma Theta Sorority, Inc., and was appointed to the inaugural Washington State Women's Commission by Governor Jay Inslee.

Michelle holds a B.S. in Business Administration with a concentration in Marketing from Xavier University of Louisiana, the nation's only historically Black Catholic university. With heart, history, and strategy at the core of her leadership, Michelle Merriweather is moving ULMS — and the communities it serves — toward a future where equity is not a dream but a lived reality.

### **Back-up Moderator:** Vivian Phillips

**Title:** Founder & Board President, [Arte Noir](#)

**Biography:** Vivian Phillips is a communications professional and arts leader. Her founding of ARTE NOIR in May 2021, stemmed from her decades of working with numerous local, national, and international arts organizations, artists, students of the arts, and travels to the African continent. In addition to the



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online monthly publication, ARTE NOIR @ Midtown Square provides a physical space to celebrate the soulfulness and power of Black art and culture. As an arts consultant, the opportunity to lead the art plan for Midtown Square evolved into the development of the physical space, which ARTE NOIR will own and provide exposure to the richness of Black art, in perpetuity. Located in the heart of Seattle's historic Black community where Vivian was raised and where she continues to live, ARTE NOIR also fulfills another dream of creating a consistent revenue stream to Black artists through the sale of Black-created art and goods.

Vivian's professional history includes service as the Director of Communications for a Seattle Mayor, Director of Marketing and Communications for Seattle Theatre Group, restoration team Associate Director for the Paramount Theatre, Seattle University

Adjunct Professor (MFA Arts Leadership), television, radio, and live performance producing, public speaking, and numerous arts and strategic communications projects. She served as the Chair for both the Seattle Arts Commission and 4Culture, and co-founder of The Hansberry Project and the Historic Central Area Arts and Cultural District. Vivian serves as ARTE NOIR Founder and Board President and is also the co-host of the [doubleXposure Podcast](#) with Marcie Sillman exploring how culture and creativity shape our lives, while also serving on the University of Washington Foundation Board.

Vivian served as moderator for our 22<sup>nd</sup> Annual Breakfast with special guest, Trevor Noah. Clips of her interview with him can be found here: <https://www.dropbox.com/scl/fi/s6xjuvqyk6e89jmp5ivop/Vivian-Phillips-22nd-Annual-Breakfast.mov?rlkey=ukfmfnf3bsukbbb6yyjq1klgc&st=w393ndcm&dl=0>

## V. Step & Repeat

Below is the intended step and repeat for the photo line portion of the event:



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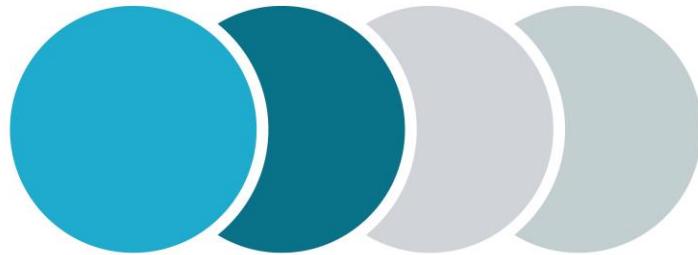
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## VI. Event Decor

### COLOR PALLET



### VENUE



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## FLORALS



*Pretty colour palette idea  
for your wedding...*



**Plums, Burgundy,  
Mauve (light touches)  
Fresh Green + Natural  
Foliage**



*Handie Events*

## STAGE BACK DROP OPTION 2

**30ft by 24  
ft wide**



Stage Cover



Dimensions 20' \* 34'



Coffee table Dimensions 19" \* 36"



Bud vase



Chair



Rug x 4



*Handie Events*



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#### SCREEN REFERENCE



#### CHAIR SELECTION



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- **Option 1:** Lyla Chair
- **Color:** Beige
- **Direct Link:**  
[https://www.afrevents.com/display\\_items.php?action=fv&pid=1613&page=42&site=ev&sd=](https://www.afrevents.com/display_items.php?action=fv&pid=1613&page=42&site=ev&sd=)



### Lyla Chair

38" W X 34" D X 36" H, 50 lbs

Elegant and subtle blush pink chair with tight seat and pullover back features ultrasoft velvet, unique contemporary arm, and chic brushed gold legs.

QTY:

[ADD TO PROJECT LIST](#)

#### Item Resources



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SEATED](#)



[SAVE PRODUCT  
PHOTOS](#)



[PRINT  
PAGE](#)



[EMAIL  
PAGE URL](#)

- **Option 2:** Leston Wide Upholstered Fabric Accent Armchair w/ Solid Wood Leg
- **Color:** Teal
- **Direct Link:** <https://www.wayfair.com/furniture/pdp/inbox-zero-leston-wide-upholstered-fabric-accent-armchair-with-solid-wood-leg-w100780969.html?piid=363638035>



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- **Option 3:** Robertia Upholstered Armchair Accent Chair w/ Tufted Back
- **Color:** Orange (*but if orange is out of stock at the time of purchase, we will select White*)
- **Direct Link:** <https://www.wayfair.com/furniture/pdp/george-oliver-robertia-upholstered-armchair-accent-chair-with-tufted-back-coxz1700.html?piid=105526515>



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- **Option 4:** Avianna 29.25" Wide Tufted Velvet Wingback Chair
- **Color:** Orange Velvet
- **Direct Link:** <https://www.wayfair.com/furniture/pdp/etta-avenue-avianna-2925-wide-tufted-velvet-wingback-chair-w004459331.html?piid=1147946426>



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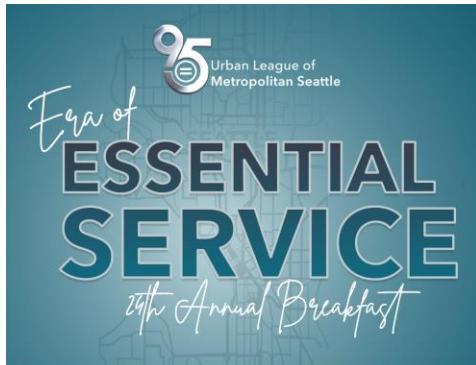


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## VI. Program Agendas (Front and Back)



### Thank you for your support!

For a full list of event sponsors, scan the QR code:



**Invocation**  
Pastor Joseph Manaway  
*Tabernacle Missionary Baptist Church*

**Welcome**  
Blair Taylor, Chairman of the Board,  
*Urban League of Metropolitan Seattle*

**Presentation of Awards**  
Michelle Merriweather, President & CEO,  
*Urban League of Metropolitan Seattle*

**State of the Urban League**  
Josalyn P. Ford, Chief Advancement Officer,  
*Urban League of Metropolitan Seattle*

### One Week @ ULMS

**Empowerment Appeal**  
Michael P. McMillan, President & CEO  
*Urban League of Metropolitan St. Louis*

**A Moderated Discussion with**  
Michelle Obama



**Former First Lady  
MICHELLE OBAMA**

Growing up on the South Side of Chicago, Michelle Obama never imagined that she'd become First Lady of the United States. She never imagined that one day, she would inspire people all around the world and drive historic change. As the daughter of a city water-pump operator and a stay-at-home mom, girls like her aren't supposed to do any of that.

But Michelle Obama has spent her life challenging us to reconsider where that "supposed to" comes from – and who determines it. Her life shows us that you don't have to look a certain way or act a certain way to fit in; you don't have to make a lot of money or come from a certain group or class or faith in order to matter. Each of us can write our own story. And when we share those stories with one another, we can lift each other up along the way.

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## VIII. Meet & Greet Photo Line RSVP Correspondence

### Email #1:

**Subject:** You're Invited: Exclusive Meet & Greet with Mrs. Michelle Obama

Body:

Dear [First Name],

On behalf of the Urban League of Metropolitan Seattle, we are delighted to extend a personal invitation for you to participate in a private Meet & Greet and Photo Opportunity with Mrs. Michelle Obama immediately following our 24th Annual Breakfast on Friday, December 12.

This invitation is reserved for a select group of distinguished guests. Please confirm your participation by **Thursday, November 20 at 5:00 PM.**

**Failure to RSVP by the deadline will result in forfeiture of your spot for this opportunity.**

To confirm, simply reply directly to this email or click the button below:

[Confirm Attendance]

(**RSVP Link:** <https://give.ulms.org/event/24th-annual-breakfast-meet-and-greet-rsvp/e736958/register/new/select-tickets> )

**Please note:**

- Each guest will be photographed with one other attendee. **Individual photos will not be taken.**
- Final logistics and arrival details will be shared following our advance on-site walk-through with Mrs. Obama's team.

Please let us know if you have any questions.

We look forward to hosting you for this unforgettable experience.

Warm regards,  
Josalyn Ford  
Chief Advancement Officer  
Urban League of Metropolitan Seattle



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**Email #2:**

**Subject:** Final Details: Meet & Greet with Mrs. Michelle Obama

**Body:**

Dear [First Name],

We're pleased to confirm your participation in the Meet & Greet and Photo Opportunity with Mrs. Michelle Obama during the 24th Annual Urban League of Metropolitan Seattle Breakfast.

Please review the details below carefully — all information has been approved by Mrs. Obama's advance team and the United States Secret Service.

**Important Event Information**

**Location:** Seattle Convention Center, Summit – Signature Room, Floor 5

**Arrival:** Guests participating in the meet and greet will be seated in a designated section of the ballroom as required by Mrs. Obama's team.

Immediately following the formal program, approved guests will be ushered to the designated check-in area for credential verification and admittance into the meet and greet reception.



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Please be sure to check-in at the Meet & Greet designated area and be in line ready to take your photo **no later than 10:10am**. The Meet & Greet will begin promptly at **10:15am** and will end at **10:30am**.

**Please note:**

- Entry will not be permitted without proper credentials, regardless of RSVP confirmation.
- Each guest will be photographed with one other attendee — individual photos will not be taken.
- The process will move quickly; please follow all staff and security direction.
- Photos will be taken by a professional photographer and emailed to participants after the event. No cell phone photos or selfies will be permitted.

**Security Protocols**

- Government-issued ID is required for entry.
- Personal cell phones, cameras, and bags are strictly prohibited in the photo area.
- Guests must arrive and move as directed; **failure to comply with any instructions may result in a security breach and immediate intervention by Secret Service.**

Our team will be on-site to guide you through every step of the process and ensure this once-in-a-lifetime experience runs smoothly.

Thank you in advance for your cooperation and understanding.

Warm regards,

**Josalyn Ford**  
Chief Advancement Officer  
Urban League of Metropolitan Seattle



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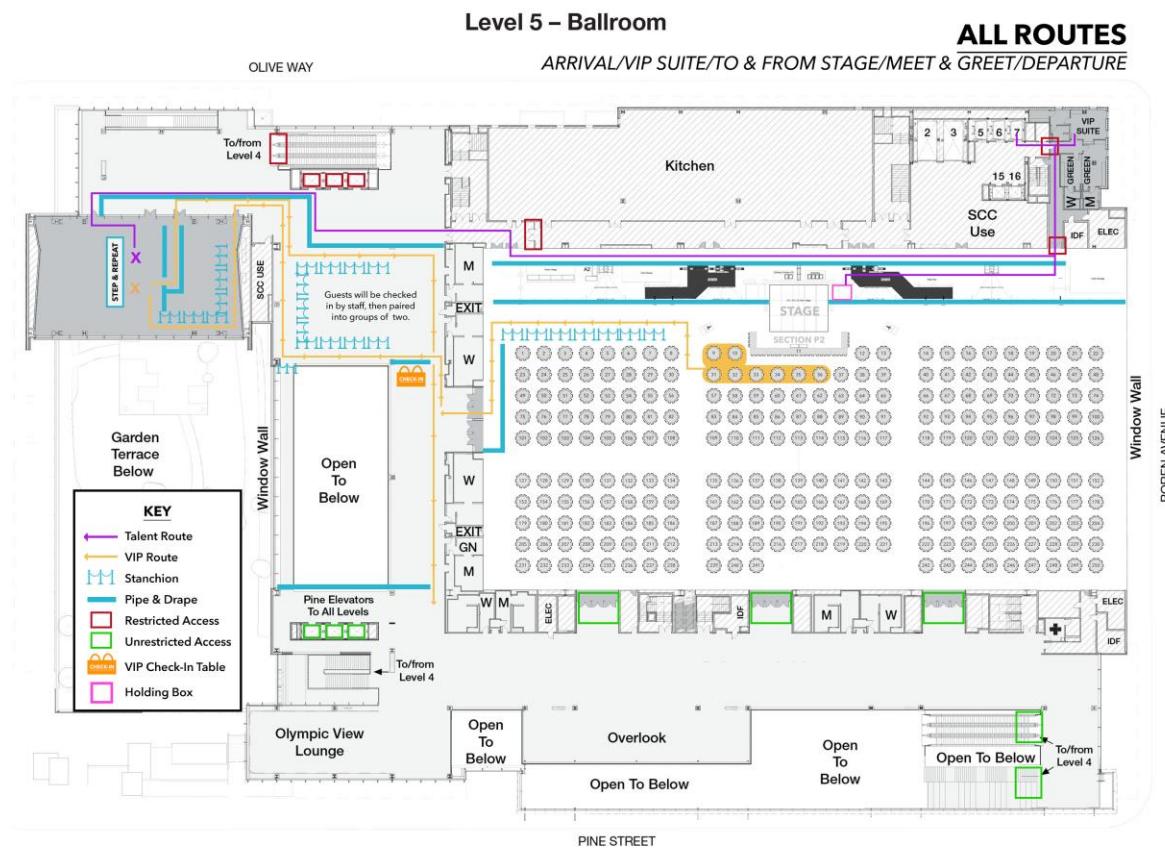


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## IX. Foot Routes

- Tables **9 & 10** will be reserved for the Talent's entourage.
- Tables **11, 31 – 36** will be reserved for the photo line participants.
- Pipe and drape tunnels will be set on each side of the stage. VIPs will use the pipe & drape tunnels on the **left (stage right)** to proceed to the photo line immediately after the event concludes.



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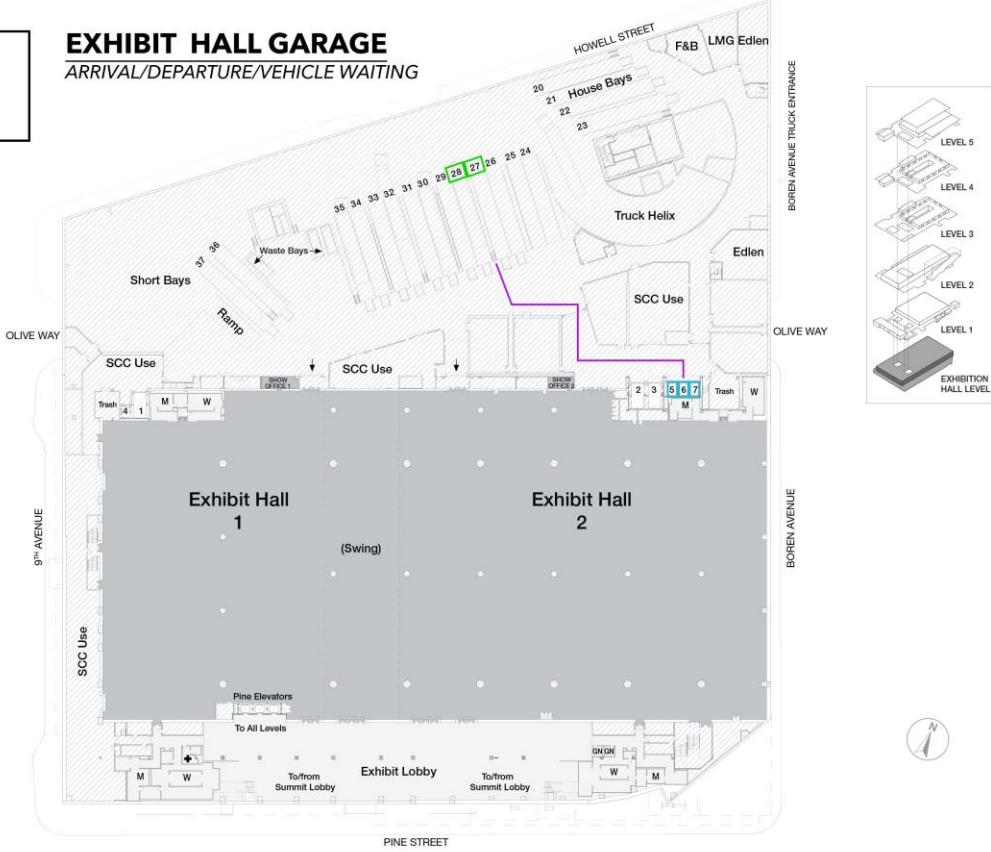
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Exhibit Hall Level



**EXHIBIT HALL GARAGE**  
ARRIVAL/DEPARTURE/VEHICLE WAITING



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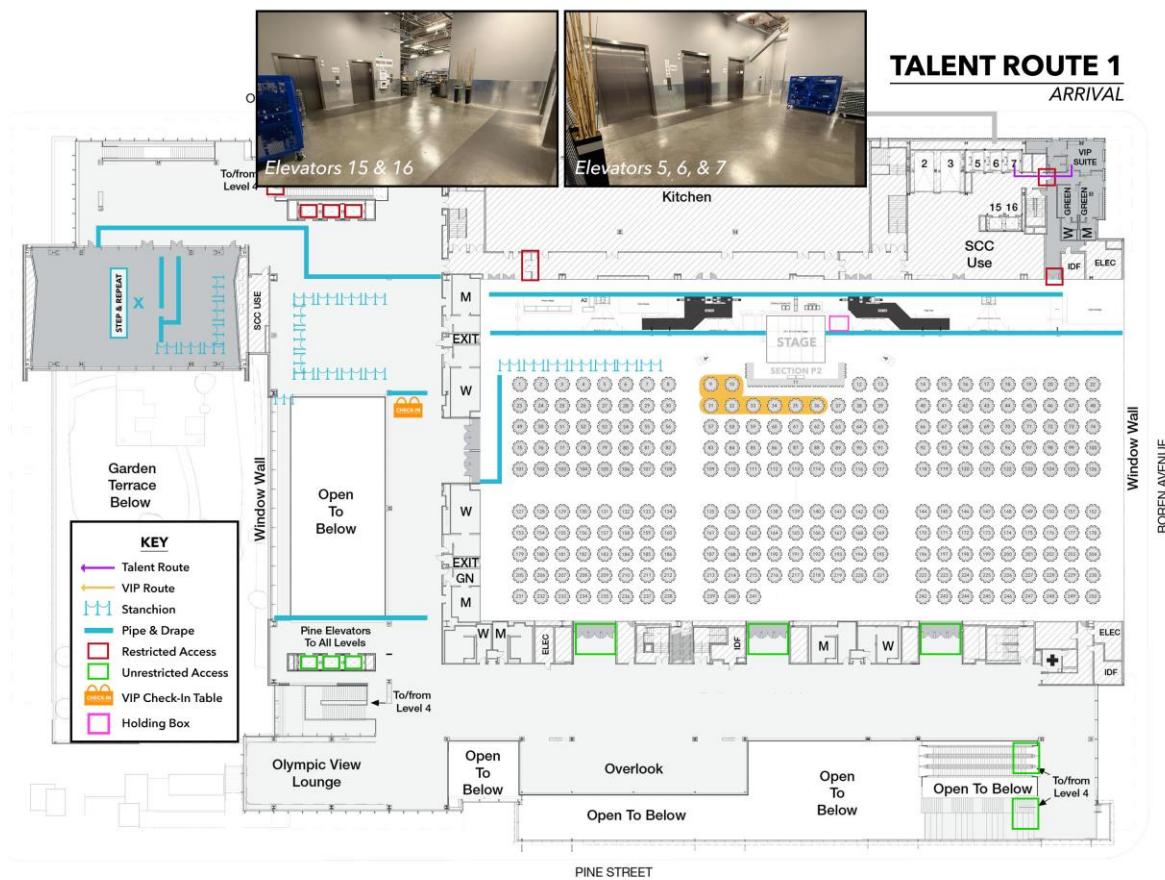


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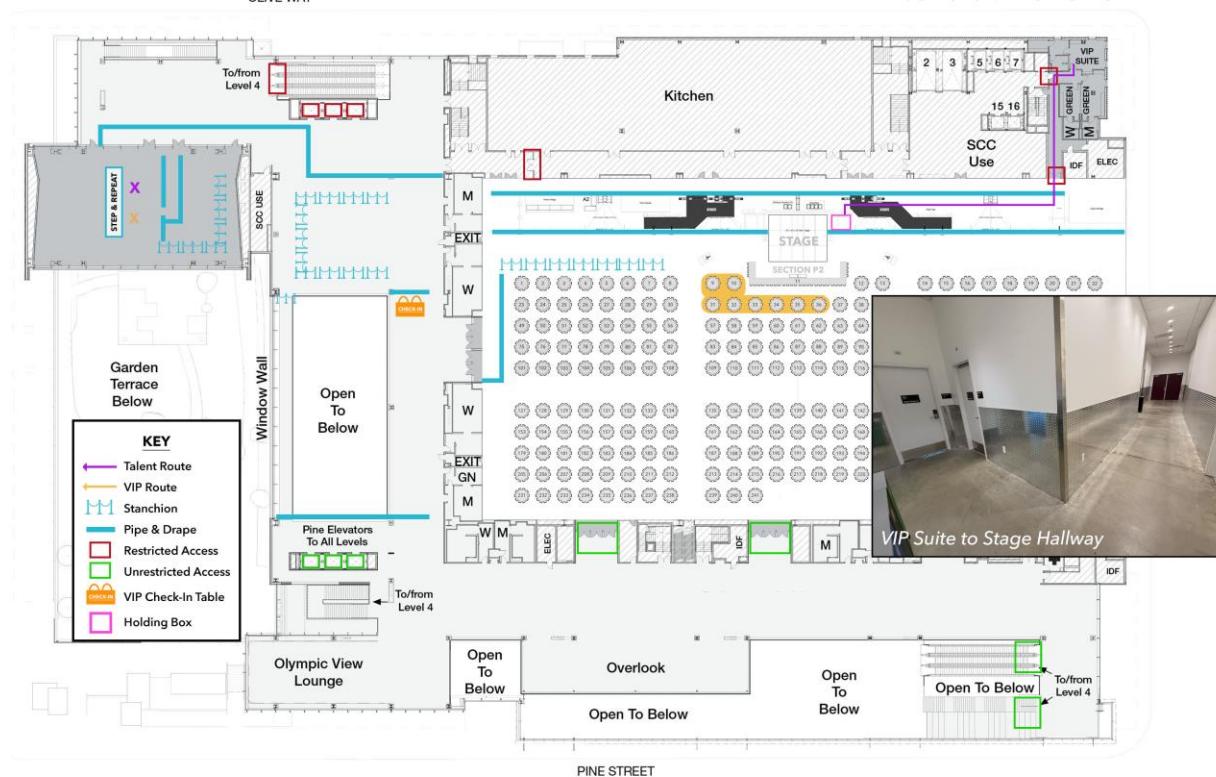
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### Level 5 – Ballroom

#### TALENT ROUTE 2

VIP SUITE/TO & FROM STAGE



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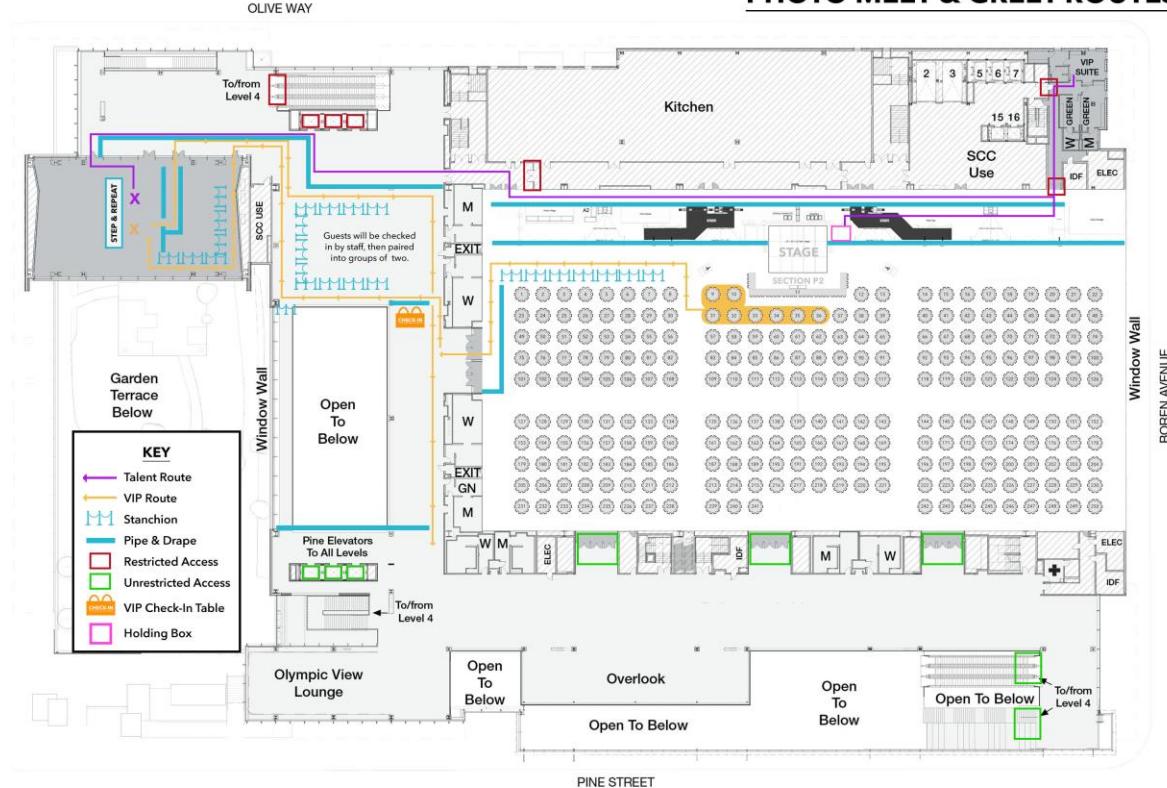


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### Level 5 – Ballroom

### PHOTO MEET & GREET ROUTES



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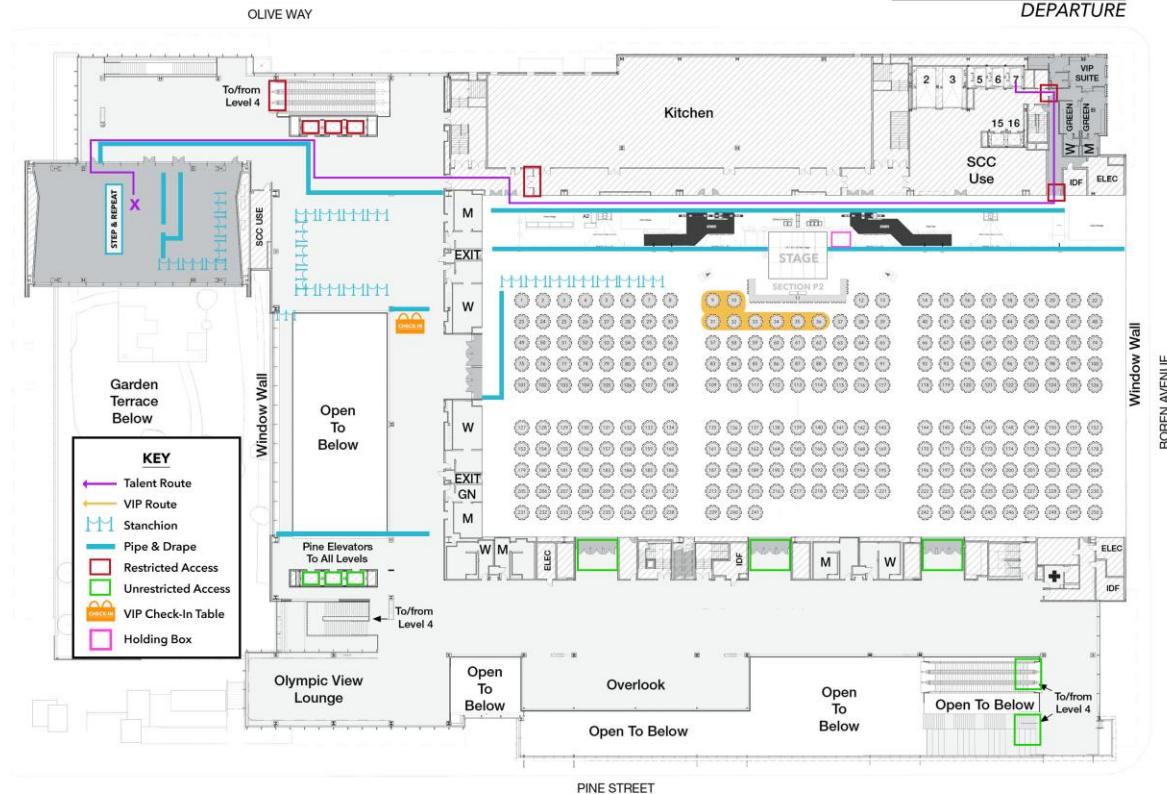
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### Level 5 – Ballroom

### TALENT ROUTE 3

DEPARTURE



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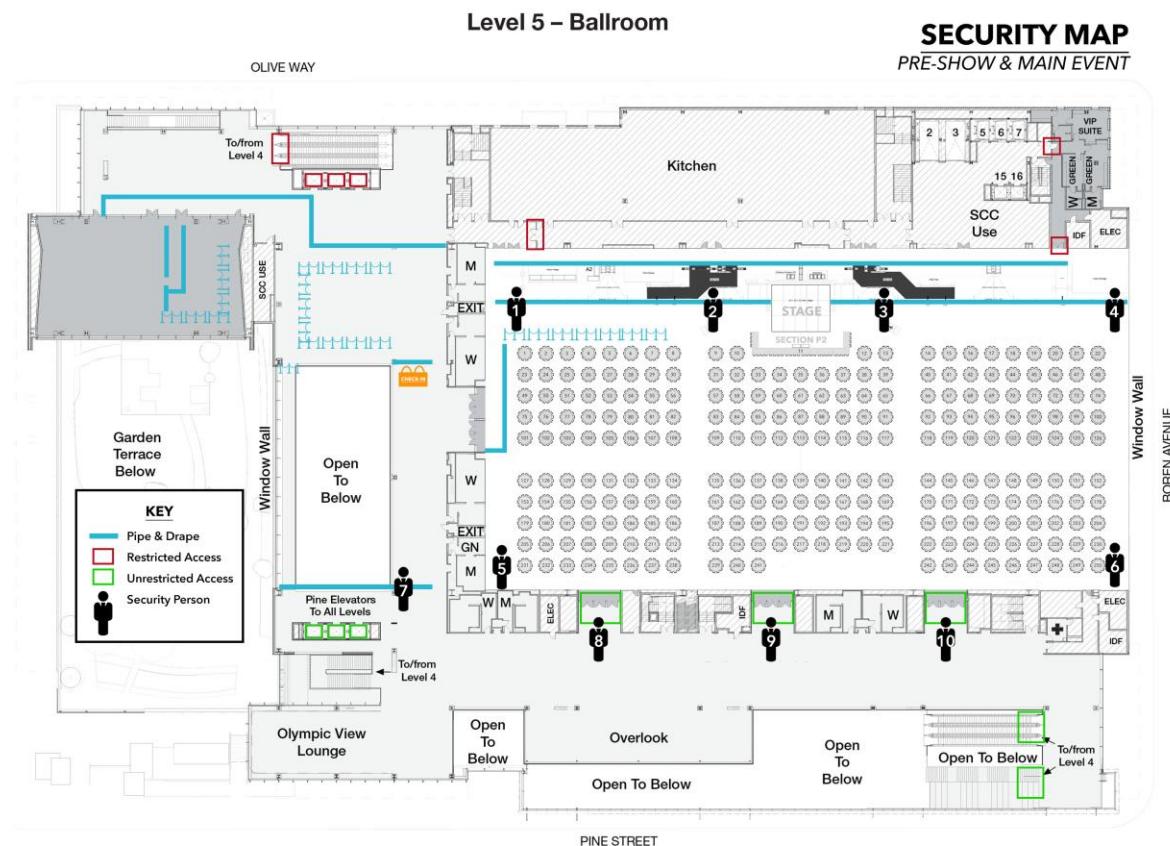
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## X. Security Plan





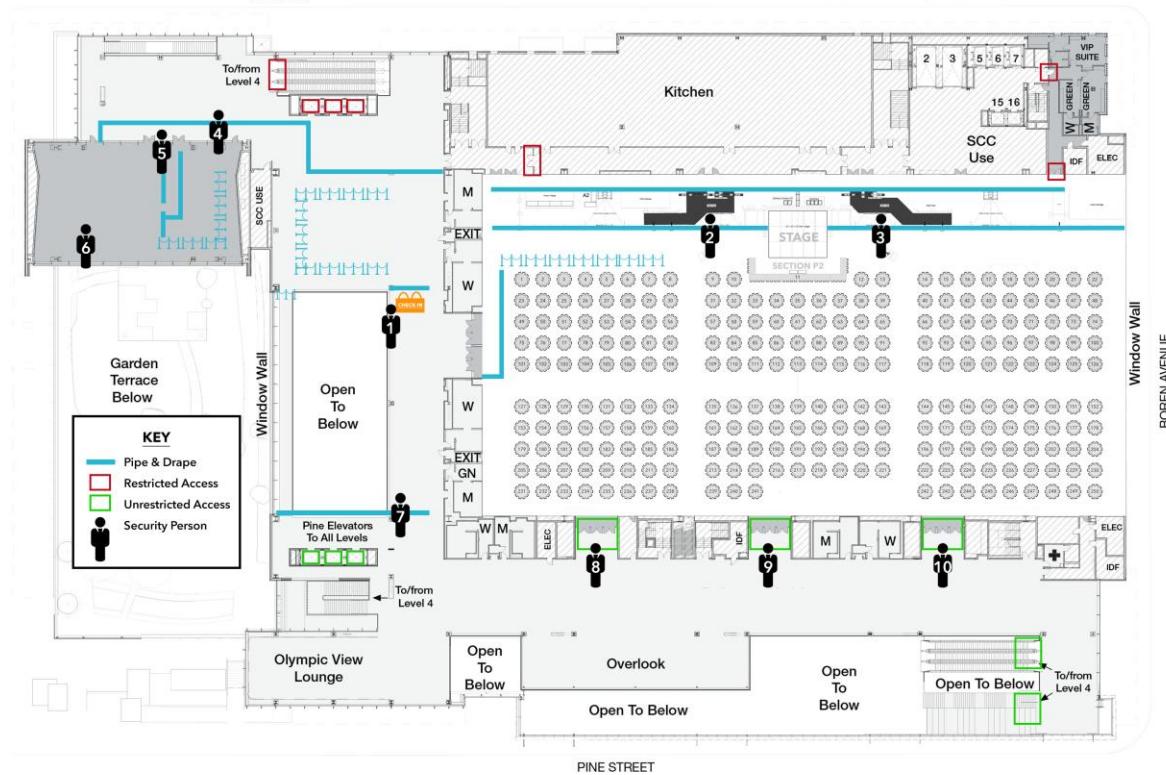
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### Level 5 – Ballroom

### SECURITY MAP

POST EVENT / DURING PHOTO LINE



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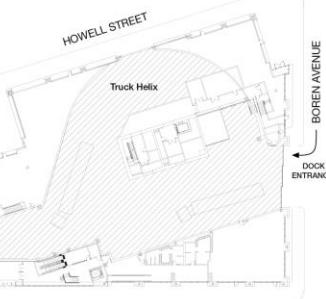
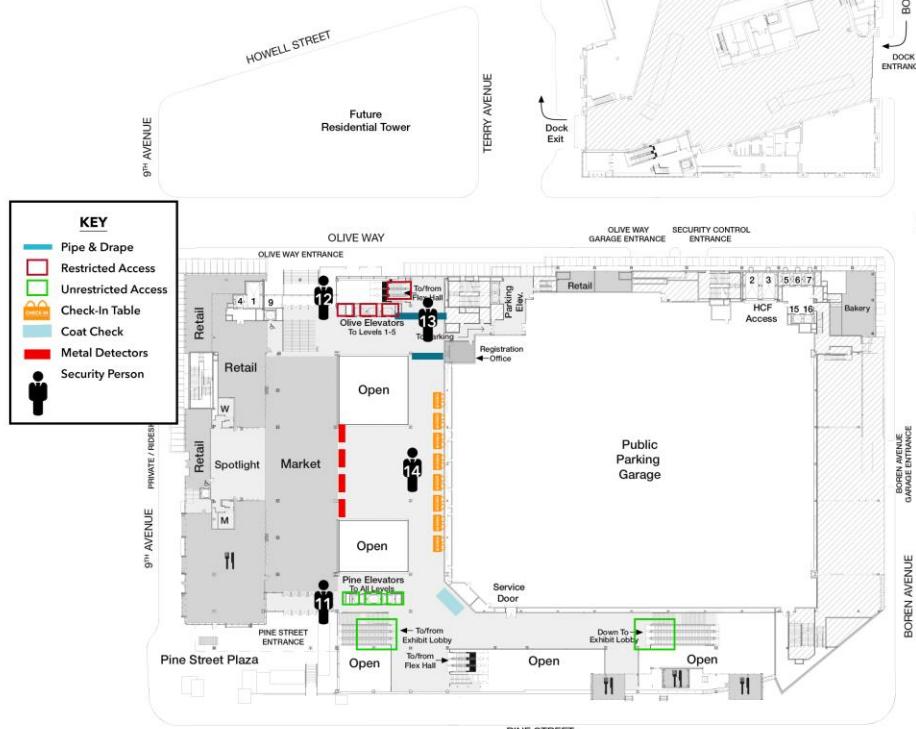


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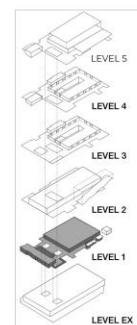
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**Level 1 – Entrance**

LEVEL 1	SQUARE FEET	DIMENSIONS	HEIGHT
Market	8,400	(varies)	24
Summit Lobby	10,400	(varies)	24



**SECURITY MAP**  
**PRE-EVENT/POST-EVENT**



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