

5/15-5/20 Office & Event Support for Amazing Community Fundraiser

Join Forterra in hosting the Conservation Awards Breakfast on May 19th, an annual community breakfast that supports and promotes our amazing partners and the work we do together in creating great communities and conserving great lands. We need your help to make this event a huge success!

Please select from the following options and let us know how you can get involved:

Friday May 15th (12-5pm), at the Seattle Forterra Office: **Pre-event office support.** Assemble nametags and Table Captain Packets. Fold table tents. Other office/admin tasks related to event set-up. 2 hour minimum shift please.

Monday, May 18th (10-5pm), at WA State Convention Center: **Event logistics and room set-up.** Set up registration area & ballroom. Some sitting, light lifting and moving about is required for the room setup tasks. 2 hour minimum shift please.

Tuesday, May 19th (6:45 am - 8am) Greet and assist guests as they arrive.

Tuesday, May 19th (10 am-3:30pm), at Seattle Forterra office: **Bank Room support.** BANK volunteers, or those familiar with finances, accounting, money handling to support processing of financial gifts. Count, sort, and organize with detailed accuracy and join staff in celebrating the generosity of Forterra's community. 2 hour minimum shift if possible.

Tuesday, May 19th (1-5pm), at Seattle Forterra office: **Event follow-up and donor thanks.** Organize and prepare thank-you notes and envelopes for donors and attendees of the Breakfast. 2 hour minimum shift please.

Wednesday May 20th (10-3pm), at Seattle Forterra office: **Event follow-up and donor thank you.** Organize and prepare thank-you notes and envelopes for donors and attendees of the Breakfast. 2 hour minimum shift please.

Please contact us with interest areas and provide dates/time of your availability. We are excited to work with you and bring this event to life! Thanks for your interest. Learn more about Forterra or join an upcoming event here: http://www.forterra.org/events/forterra_breakfast

Transportation is easy by bus, bike, foot or car.

WA state convention center: 800 Convention Place, Seattle, WA 98101

Forterra's Seattle office: 901 5th Avenue, Seattle, WA 98107

Find the best bus route using Metro's Trip Planner [here](#). Or find street or covered garage parking. Staff can provide suggestions if needed.