

FORTERRA

FOR THE PEOPLE. FOR THE LAND. FOREVER.

4/26 - 5/1 Office & Event Support for Amazing Community Fundraiser

Join Forterra in hosting our annual fundraising Breakfast on April 30th, a 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, April 26th (1 - 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, April 29th (11 - 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, April 30th (6:45 am - 8am) Greet and assist guests as they arrive.

Tuesday, April 30th (1:30 - 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 1st (10 - 2 pm), at Seattle Forterra office: **FINISH 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. *Please call at 5pm, on Tuesday 4/30 to check-in, we may be able to finish on Tuesday.*

Please contact Mia, mstigler@forterra.org to provide dates and 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://forterra.org/events>

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

WA state convention center: 705 Pike Street - 6th Floor WA

Forterra's Seattle office: 901 5th Avenue, Seattle, WA 98164