

## Chamber Checklist:

If you have not yet paid for your table reservations for the event, please do so immediately. **Only paid-up Chambers will be assigned table(s).**

We need a high resolution of your Chamber logo for this year's event – if you have not yet sent it – **WE MUST HAVE IT NO LATER THAN 9/1/2023; Please send it directly to our Breakfast Committee at [Breakfast@ncchambers.org](mailto:Breakfast@ncchambers.org)**

Any questions about the Breakfast, please contact our administrative staff at [Breakfast@ncchambers.org](mailto:Breakfast@ncchambers.org) or call 516-253-0124 (please leave a detailed message)

## Procedures for 2023 NCCC Breakfast

To enhance and facilitate smooth operation of this Event, we have instituted some **procedures** for this year's Breakfast:

- a. All aspects of the Breakfast will take place upstairs – this includes registration, sponsor tables and photos. There will be signs and greeters to assist all.
  
- b. We encourage **all Honorees and their Board Members** to be at the Crest Hollow Country Club by **7:00 a.m.** to register, receive their plaques, citations and to take pictures along with their Chamber and our NCCC President. Pictures will be taken from **7:00 to 7:45 only**. We urge you to arrive by 7:00 as the session will end promptly at 7:45. We are sending these procedures to all Chamber Presidents and guests so everyone will be aware of the timeframe.
  
- c. We ask your cooperation and assistance in keeping the room quiet and respectful while the speakers are addressing the guests at our Event. Please do not take group pictures in the ballroom or sponsor room during the Breakfast itself. Both areas will be available after the Breakfast for pictures. We also request no disruptions during the Honoree acknowledgements or any ceremonial portions of the event.

Thank you for your cooperation and we look forward to seeing you there.