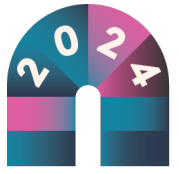


2024 Lifeworks Annual Celebration Accessibility Guide



[Alt Text: Image features various horseshoe magnet shapes filled with navy, yellow, pink, orange, and blue gradient colors on a tan background. Text reads: “2024 Annual Celebration” with the theme “Unlocking Opportunity”. The logo of BlueCross BlueShield of Minnesota appears under text that reads “Premier Sponsor.”]



Welcome!

Welcome to the 2024 Lifeworks Annual Celebration! We are excited to celebrate with our community as we partner with people with disabilities to advance disability inclusion in our community.

We aim to ensure that everyone can fully enjoy the experience at The Depot in Minneapolis.

We want to provide information that attendees may find useful for the event, including potential barriers to accessibility at our event, photos of all the spaces used for the event, parking information, and more. We recognize that there may be further questions or needs not included in this guide that we still need to address. Please feel free to contact us with any questions or concerns.

Sincerely,

Lifeworks Sales and Marketing Team

Contacts

If you have questions regarding accommodations including, but not limited to, dietary restrictions, seating, the use of a wheelchair, walker, or other assistive devices, other accessibility needs, or if cost is a barrier to attending the event, please contact:

Mia Kalter – Office Coordinator

mkalter@lifeworks.org | 612-946-4930

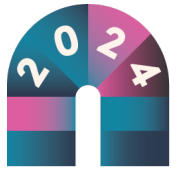
If you have general questions regarding the event, the venue, or this guide, please contact:

Connor Zielinski – Marketing and Communications Coordinator

zielinski@lifeworks.org | 612-398-1967

Our Intent

At Lifeworks, we envision communities that are accessible for everyone. Guided by this vision, we intend to put access front and center as we plan for the evening and to provide information so that everyone can make an informed decision before attending the Annual Celebration. This annual event is a fun night where folks gather to celebrate the work we have all done together and to meet with the Lifeworks community. While we know that many have a positive experience at the Annual Celebration, we also recognize that hosting an event attended by hundreds



of sponsors, partners, families, clients, and more in a large space in downtown Minneapolis, also presents barriers for those who may want to attend.

Whether the barriers are physical, like navigating a crowded event in a wheelchair, or sensory, like being around hundreds of people who are loudly cheering and clapping, we want everyone to have the information they need so they know what to expect. This guide is not comprehensive, but we hope the information can help you plan for a safe and accessible evening.

The Annual Celebration is a memorable and impactful evening because of our partners from all parts of the Lifeworks community. We hope we can provide all the information you need to celebrate with us!

In-Person Event

Annual Celebration Schedule and Program Flow

Below is the schedule for the event, which includes what you can expect from that portion of the evening.

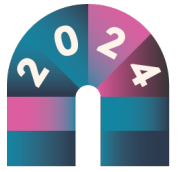
5:00 p.m. | Doors open at The Depot

Attendees can begin entering The Depot for the Annual Celebration. Four entryways lead into the venue. Three are off the surface parking lot between the Renaissance Hotel and The Depot. The fourth entrance is on Third Avenue South and leads into the lobby of the Renaissance Hotel.

5:00 p.m. | Reception in the Great Northern Room

Attendees will need to check in upon arrival. The check-in table will be located outside of the Great Northern space. With hundreds of attendees expected to attend, the check-in table usually has lines, especially closer to the beginning of dinner at 6:00 p.m. To check-in, you will only need to let the volunteers at the check-in table know your name. When they find your name on the list, they will give you a packet that will include your name tag(s). You will also have an option to put a credit card on file should you want to take part in bidding or to make a donation. Once you're checked-in, the volunteers will direct you to the reception area.

After checking in, attendees can gather in the Great Northern room, the Conservatory, the Luce Line room (Quiet Room), and the Prefunction space (hallways located outside the Pavilion). There are beverage bars in the Great Northern room and the Conservatory, and both spaces will have high and low cocktail tables. Attendees can stand or sit on chairs or benches in the Prefunction hallways.



If you bring a coat and want to store it safely during the event, you can take this time to visit the Southern Pacific room, where volunteers will be running a complimentary coat check. You can keep your coat with them and pick it up as you leave the celebration later in the evening.

The Reception areas can get crowded and loud as more attendees arrive closer to 6:00 p.m. There are usually lines at the bars in the Great Northern room and the Conservatory. Attendees are generally mingling with each other throughout the spaces. Depot staff, Lifeworks volunteers, and Lifeworks staff will be moving throughout the space before the Pavilion opens for dinner. The number of people and crowd noise can be overwhelming for some, so we will have the Quiet Room open in the Luce Line room for anyone to use if they want to be away from the action. This room will be open throughout the evening.

6:00 p.m. | Dinner and Welcome in the Pavilion

The doors to the Pavilion will open, and attendees will begin moving from the Reception areas. This can cause some congestion in the hallways leading to the Pavilion as most attendees will start finding their tables for dinner shortly after the doors open. A loud train whistle sound will play over the speakers and a flash of lights will also signal that dinner is beginning.

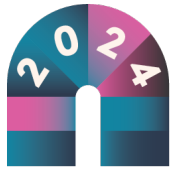
The Pavilion is a large event space with high ceilings and large projector screens and will be filled with large tables that seat 10 people each. Once you find your assigned table, dinner will be served (which you selected at registration). While most attendees are seated during this time, there will still be attendees moving between tables.

The Pavilion can be quite loud during dinner as Depot staff move between tables, people order from the bar inside the Pavilion, plates, glasses, and cutlery clank, and attendees talk with one another. The Pavilion will be well-lit but will not feature bright overhead lighting.

7:00 p.m. | Program begins

The program will begin at 7:00 p.m. Multiple people will speak on a stage in the center of the room along the windows facing Washington Avenue. Between people speaking, videos will be played on the large projector screens above and to the side of the main stage. Videos will include closed captioning. An ASL interpreter will be on the main stage and present for the entirety of the program. Crowd noise is quieter to silent while people speak on stage during the program and typically gets louder when attendees applaud between speakers or after videos conclude.

During the program will be a live auction and fundraising giving moment, which usually begins around 8:00 p.m. An auctioneer will present auction items from the



stage and in the audience. Attendees can bid using cards at their table, and Lifeworks staff will be moving quickly through the space to collect bids. After the auction will be the giving moment. Attendees will again use their bid cards to donate to Lifeworks. The crowd noise during the auction and giving moment will be louder, with guests applauding and cheering while the auctioneer announces items and donations.

The program will conclude with a grand total of all funds raised for the Annual Celebration and thanks from the emcee.

8:30 p.m. | Program ends

After the event's conclusion, attendees will begin filing out of the Pavilion to leave or gather their coats or other belongings at the coat check in the Southern Pacific room. Like the time between Reception and dinner, the Pavilion and hallways outside can get congested. Some attendees stay longer in the Pavilion to converse with others or sit at the tables.

Guest Emergency Procedures

Fire

1. If you see an emergency, please notify a staff member immediately.
2. Unless threatened, stay in your unit or area until you receive further instructions.
3. If threatened, proceed to the nearest exit and exit the building.
4. Wait for notification that the emergency has been resolved to which point you may reenter the property.

Medical Emergency

1. If you have severe bleeding, chest pain or shortness of breath, or are in distress, call 911 immediately for an ambulance. Then call the Front Desk so they can respond to help.
2. Give the Front Desk all the information you can about any pains or illnesses so they can relay any important information to the Medical Team when they arrive.
3. In the case of someone experiencing sudden cardiac arrest, an automated external defibrillator, or AED, is available on site. AED's are kept at the Front Desk.
4. If transportation to a hospital is necessary, your options are to have a family/friend drive you or to wait for the Ambulance.
 - a. If transportation is requested, the front drive of the hotel will be cleared and directions will be given to the arriving response crews.

5. The hotel will conduct an incident report to be sent to the hotel management company.

Armed Robbery

1. In the event of any robbery, comply with the demands of the robber. Do not agitate, question or attempt to fend them off in any way.
2. Make mental notes of any physical description, clothing, speech, weapons, or any other descriptive information that you can.
3. After the robber leaves the area and you are safe, call the Front Desk immediately.
4. The Front Desk will then call 911 immediately and dispatch a team to the hotel. They will then wait for the response team at the entrance.
5. You will be taken to a quiet location to review the incident with the police. The Hotel will compile as much information as possible about any possible witness'.
6. The hotel and the Police will conduct a full investigation.

Bomb Threat

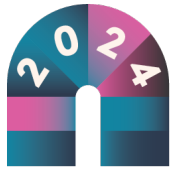
1. If evacuation is ordered, follow the procedures in the Fire Emergency section.

Weather Emergencies

1. The Front Desk will monitor the weather and alert you of any emergencies.
2. In the instance of a tornado warning, certain areas of the hotel may be evacuated and emergency supplies will be distributed.
3. If you are unsure if you should evacuate, call the Front Desk and they will instruct you to go to the bathroom and get in the tub if possible or go to the lower level of the hotel and find the designated shelter areas.
4. Management will coordinate with outside sources such as ambulances, police, fire, etc. in severe cases.
 - a. An incident report will be filled if an injury occurs.
5. Do not take shelter in the pool area.
6. Once the 'All Clear' is given, you may head back to your room.

Elevator Emergency

1. If you are in a stalled elevator, press the 'Help' button inside.
 - a. This will connect you to the elevator management company who will dispatch a technician immediately. Please tell them the elevator number (found above the buttons) and if anyone is in distress.
 - b. The elevator company will then contact the hotel. We will assist them in your evacuation when they have arrived.



2. In the event of a medical emergency while stalled in the elevator, call 911 immediately.
3. After evacuation, a full investigation will take place for the mechanical failure.

Power Failure

1. Unless there is a medical emergency, stay where you are until the outage is over.
2. If the power outage affects phone connections, a staff member will contact your room to inform you of any information regarding emergency response procedures.