Basic description of event:

3 pm – volunteers and caterers arrive and set up tables and chairs, set plates, etc, decorate, set up tactile and sensory items, check mikes, set up registration and cane tables

5:30 guests start arriving

Guests will be given sleep shades and leis, asked if want to explore cane travel and sighted guide – directed there or to find a seat w/o sleep shades

Cane travel station,, then sighted guide

6:00 Dinner

Volunteers to serve drinks, wine, dessert

Program w/ explanations and dancers re: blindness

Accessible Hula

Conclusion of program

Tear down

Leave by 9

Dark Café 2024 Volunteer Jobs

All able-bodied folks – set up table and chairs, tear down

Special Occasions delivery management – ? anyone willing to be the point person during a two-hour window for delivery? On the Friday before and the Monday after?

John and Carolyn – sponsors, tactile give away, volunteer recruitment, managing volunteers for cookie set up and serving and sighted guide demo, pizza for volunteers

Andrea – decoration look up, manage volunteer decorators, spray cards and package for tables, help decorate and dessert st up

Lynne – marketing on FB, mail chimp, registration desk

Hillary– registration desk, food service and logistics for pizza, etc, wine service

Katherine and Shawn – lead ushers and problem solvers, reservers of seats for hosts and guides for hosts ( think of something to designate seats)

Sally, Ashley, Muellindorfs – sighted guide demo

Sally – dessert estimates and contract, set up plan for dessert, alphabet cards

Melinda – napkin folding and placement, coordinate and teach others

Shawn and Jenn -Meal Ticket production, napkin folding, alphabet cards into tactile graphic notebook

Natalie – audio clip

Justin and Lucas – audio management,

Alex and Justin – cane travel

Carla and Kristen – program management – description of accessibility issues, MC, etc

Linda and dancers – hula demo, help with decorations

volunteers – cookie serving, filling water/lemonade, decorating, dessert set up

Kristen – job descriptions and overall management of Luau, but decorations, doilies, napkins,, work flow, timing, coordination of efforts, trouble shooting, marketing alphabet cards

Wine service – Jenny and Abby, Katherine?