

# 2025 Lifeworks Annual Celebration Accessibility Guide

## Welcome!

Welcome to the 2025 Lifeworks Annual Celebration! We are excited to come together with our community and celebrate the official kickoff to our 60<sup>th</sup> anniversary – a milestone moment to reflect on our journey and set our sights on the future.

Our aim with this guide is to ensure that everyone can fully enjoy their experience at the Annual Celebration. This guide includes information that attendees may find useful for this event, including important contact information, photos and physical descriptions of event spaces, accommodations and potential barriers, 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. We encourage you to contact us with any questions or concerns.

## Acknowledgement

At Lifeworks, we envision a world where disability inclusion is the standard. Guided by this vision, we intend to put access front and center as we plan for this event and to provide information so that everyone can make an informed decision before attending the Annual Celebration.

Accessibility was top of mind when planning this event. While we have done our best to ensure the venue is accessible for guests, we acknowledge that there are still potential barriers that guests may experience at this event. We have done our best to identify these barriers and to provide accommodation when necessary. While this guide is not comprehensive, we hope that the information can help you plan for a safe, accessible, and memorable evening!

## Contact

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:

[contact@lifeworks.org](mailto:contact@lifeworks.org) | 651-454-2732

## Event Schedule

Below is the schedule for the event, which includes a description of what you can expect for each portion of the evening.

### **4:30 p.m. | Doors open**

Attendees can begin entering the third floor event space at the Hilton for the Annual Celebration. There are two ways to enter the third floor event space. The first is through the elevators, which can be accessed from the lobby on the first floor. The second is by using the escalators, which are also accessible via the lobby.

### **Checking in**

Attendees will need to check-in upon arrival. The registration tables will be located near the top of the escalators on the third floor. With hundreds of attendees expected to attend, the registration table usually has lines, especially closer to the beginning of dinner at 6:30 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. This can be done at the Mobile Bidding table, which you will be directed to by volunteers and event staff after checking in.

### **4:30 p.m. | Reception in the Prefunction area**

Once you're checked in, you are welcome to gather in the Prefunction space outside the Ballroom. Feel free to take this time to:

- Use the restrooms, which are located on the opposite end of the prefunction space from the check-in tables
- Bring your coat, jacket, or other clothing to the complimentary Coat Check room, where a volunteer will store your item for you to pick up as you leave the celebration later in the evening
- Grab a drink at one of the beverage bars
- Visit the designated Quiet Room and Prayer Room
- Bid on gift cards, concert tickets, and more in the Silent Auction
- Buy a raffle ticket for a chance to win a vacation package!
- Mingle with other attendees

The Reception areas can get crowded and loud as more attendees arrive closer to 6:30 p.m. There are usually lines at the bars and attendees are generally mingling with each other throughout the spaces. Hilton staff, Lifeworks volunteers, and Lifeworks staff will be moving throughout the space before the Ballroom opens for dinner. The number of people and crowd noise can be overwhelming for some, so we will have the Quiet Room open for anyone to use if they want to be away from the action. This room will be open throughout the evening.

**6:30 p.m. | Dinner and Welcome in the Ballroom**

The doors to the Ballroom will open and attendees will begin moving from the Reception areas. This can cause some congestion in the hallways leading to the Ballroom as most attendees will start finding their tables for dinner shortly after the doors open. The Ballroom 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 Ballroom can be quite loud during dinner as Hilton staff move between tables, plates, glasses, and cutlery clank, and attendees talk with one another. Additionally, the Lifeworks Band will play songs during part of the dinner.

**7:30 p.m. | Program begins**

A 10 minute and 5 minute countdown will be announced leading up to the beginning of the program. During the program, multiple people will speak on a stage and videos will be played on the large projector screens. Videos will include closed captioning. An ASL interpreter will be on the 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.

There will also be a fundraising giving moment and a live auction later in the program, around 8:25 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 and volunteers will be moving quickly through the space to collect bids. After the auction will be the giving moment, where attendees can 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 a thanks from our emcee, A.J. Hilton. The raffle winners will also be announced as the program concludes.

**9:00 p.m. | Program ends**

After the event concludes, attendees will begin filing out of the Ballroom to leave or gather their items from the Coat Check room. The event spaces can get congested as attendees file out to leave for the evening.

**9:00 p.m. | After Party begins**

After the conclusion of the program, guests are invited to join us for an after party in the Ballroom. The after party will feature live music from the Bluewater Kings Band. A dance floor will be set up and dinner tables will remain in the room for anyone who wants to be seated while listening to the band. During this time, the lights will be dimmed and glow sticks will be handed out for guests to use.

Guests can purchase drinks at the bar and light snacks will be available.

**11:00 p.m. | After Party ends**

## **Guest Emergency Procedures**

*The following information has been provided by the Hilton hotel in Minneapolis.*

The security and safety of guests and staff is a top priority for the Hotel. If a health, safety, or security situation arises that should be brought to the Hotel's attention, please observe the following reporting protocol:

Dial "66" from any hotel phone to immediately report emergency situations to the Security Department.

Dial "67" for non-emergencies to speak to the Manager on Duty.

## **Emergency Fire/Evacuation Procedures**

The following procedures are in regards to an emergency that would require evacuation, not limited to, but including fire, bomb threat, natural disaster, etc.

Upon notification, via alarm, PA system, or hotel staff directions, guests will calmly leave the building towards the nearest, unaffected exit. Evacuation routes may vary due to the scenario at the time. Follow the directions of hotel staff members. In the event that a guest is separated from the evacuation party, the primary meet up location is Orchestra Hall. The secondary meet up location is the Leamington Ramp.

Hotel staff will coordinate with event management to account for all staff and attendees and report back to security staff.

## **Social Disruptions**

In today's atmosphere of social unrest, Hilton Minneapolis has taken the initiative to network with city officials, as well as local building security throughout the city to constantly monitor any civil unrest in the city.

In the event of civil unrest that has the potential to affect hotel guests, the Director of Security will notify the proper management within the hotel to communicate any instructions necessary to event staff.

## **COVID-19**

Hilton Minneapolis follows all CDC, Minnesota, and Minneapolis guidelines, rules, regulations, and mandates.