

Café at the Katie sample schedule

- The Café at the Katie Memory Café usually meets on the 2nd and 4th Wednesday of each month. Please arrive by 9:30am. The typical schedule is:
 - **9:30 Volunteers arrive**, set up
 - **10:00 Guests arrive** (we typically let them enter 5+ minutes early)
 - 5-10 minutes sign ins, snacks, announcements, ice breaker
 - 40-50 minutes Structured activity
 - 1-2 minutes Closing remarks
 - **11:00 Guest leave**, volunteers clean up
 - **11:30 Volunteers leave**

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Sample Agendas

- 60 minute
 - 5-10 minutes Sign ins, surveys
 - 5-10 minutes Socializing, snacks (this may overlap with sign ins)
 - 5-15 minutes Welcome (announcements, icebreakers, introductions, song)
 - 20-50 minutes Main activity
 - 5-10 minutes Closing (closing remarks, readings, songs)
- 90 minute
 - 5-10 minutes Sign ins, surveys
 - 5-15 minutes Socializing, snacks
 - 5-20 minutes Welcome (announcements, icebreakers, introductions, song)
 - 0-10 minutes Stretch
 - 30-60 minutes Main activity
 - 5-10 minutes Closing (closing remarks, readings, songs)

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