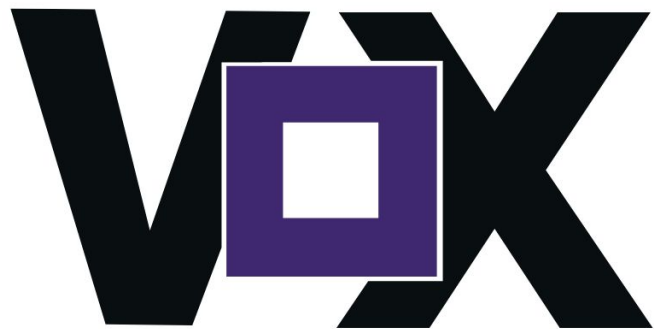




Think Outside the Vox

OUR TECH STACK

**Tools, Programs and Workflows
that power our virtual office and
save us time, energy and money**

Sam Gould, Co-Founder

www.ThinkOutsideTheVox.org

Disability Justice & Joy

HOW WE EVALUATE TECH TOOLS

WILL IT SAVE ME TIME & ENERGY?

1

*Does it **reduce work I'm already doing**? We look for tools that **simplify processes, support programming, automate repetitive tasks, and free up time** for mission-driven activities.*

WILL WE ACTUALLY USE IT?

2

*Is the User Interface easy enough to **onboard** new volunteers and staff **with minimal training**? If the UI or set up is a significant barrier, it's off the list, even if features are great.*

IS IT COST EFFECTIVE?

3

*Budget-conscious by default. We **prioritize free tools** or those with **nonprofit discounts** (Ex: TechSoup, Goodstack).*

Every \$\$\$ saved = more \$\$\$ towards our mission.

IS IT ACCESSIBLE FOR OUR WHOLE TEAM?

4

*Mandatory that our tools are **Screen reader compatible**. We test with our full team - Deaf, Blind, and Neurodivergent members, on Mac, PC, iPhone, and Android*

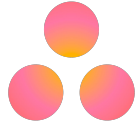
TECH PROTOCOL: WHAT LIVES WHERE?



**GOOGLE DRIVE =
Filing Cabinet**

WHAT LIVES HERE?

- Final docs & Archives
- Templates
- Contracts
- Photos
- Surveys & Forms
- Financials
- Spreadsheets



**ASANA =
Office & Project
Management**

WHAT LIVES HERE?

- Tasks
- Comments
- Approvals
- Projects
- Programs
- Goals & Timelines
- SOPs



**GOOGLE
CALENDAR =
Calendar/Planner**

WHAT LIVES HERE?

- Scheduling & Invites
- Internal Calendar sharing
- Open Office Hours
- Time Blocking
- Out of Office Notifications
- External Calendar link for clients



**MONDAY.COM =
Rolodex/
Address Book**

WHAT LIVES HERE?

- CRM
- Contact information
- Grant tracking
- Donor Management
- Business Development
- Mass Emails
- Drip Campaigns
- Not project management



ASANA

Office & Project Management

PRICING

Free version

Starter Plan \$10.99/user/mo

Advanced Plan \$25/user/mo

(50% discount for nonprofits via
Goodstack = \$5.50 for Starter,
\$12.50 for Advanced)

GAME CHANGER for remote project management.

Replaces searching lengthy email chains and congested Google Drives.

Easy to follow communication per project and track progress and goals.

****Saves at least 5–10 hrs/week** on follow-up & status updates.

WHEN WE USE IT

- All project management & task assignment
- Cross-team collaboration & RACI
- SOPs
- Reporting (Expenses, Metrics)
- Tracking Goals and Portfolios of types of projects
- Time tracking and budgeting for capacity
- Evaluating new clients

KEY FEATURES

- Customized formatting by user: Kanban, boards, lists, calendar, timelines, gantt chart,
- Automations, rules & custom fields
- Integrates with 200+ tools (Slack, Zoom, Google)
- Multihoming tasks to different projects



SKELETON CANOE – Accessibility Services | New Haven, CT

Overview Timeline List Board Dashboard Calendar Workflow Messages Files Gantt +

+ Add task

#	Name	Assignee	Due date	Estimated ti...	Actual time	Priority	Client input ...
11	Send Maria Skeleton Canoe Contract	Sam Gould	May 14	15m	30m		
12	Meeting with Design SM for Prod co 5/18/26 3 12	Sam Gould		45m	1h 00m		
Add task...				SUM 5h 15m	SUM 5h 05m		

Stakeholder & Access Provider Coordination

1	Resource IFAI Skeleton Canoe Script/Video						
2	Three-way production meeting: Vox + Skeleton Canoe + venue (Kelsey/Carson)	Sam Gould	Apr 20 – May 19			High	Awaiting C...
3	Obtain updated script from Skeleton Canoe (Ty) for describer prep	Sam Gould	Apr 20 – May 20			High	Awaiting C...
4	Obtain load-in and production schedule from Skeleton Canoe	Ingrid O'Dell	Monday			High	Awaiting C...
5	Confirm Vox team: 2 Indigenous describers + blind QC expert (Hartford family)	Sam Gould	Apr 13 – 30	15m		High	Not Client
6	Hire / confirm open captioner for 6/19 and 6/20	Sam Gould	Apr 13 – 24	15m		High	Not Client
Add task...				SUM 30m			

Venue Assessment & Technical Logistics

1	IFAI Skeleton Canoe Script/Video						
2	Receive and review venue photos / drawings from Kelsey	Sam Gould	May 8	1h 00m	45m	High	Awaiting C...
3	FaceTime / virtual walkthrough of venue with Kelsey (optional)	Sam Gould	Apr 21 – May 10			Low	Awaiting C...
4	Determine captioning display solution (projection vs. screen rental vs. Vox-own)	Sam Gould	Tuesday			High	Awaiting C...
5	Confirm AD headset infrastructure at venue	Sam Gould	Apr 21 – May 19	15m		Medium	Not Client
6	Discuss caption screen placement with Skeleton Canoe production team	Ingrid O'Dell	May 1 – 20		1h 00m	Medium	Not Client
Add task...				SUM 1h 15m	SUM 1h 45m		

Patron Outreach & Access Promotion

1	Blind / low vision community outreach for AD performances	Olivia Reineb...	May 1 – Jun 5			High	Not Client
2	Deaf / hard of hearing community outreach for captioned performances	Olivia Reineb...	May 1 – Jun 5			High	Not Client
3	Indigenous and community partnership engagement	Olivia Reineb...	May 1 – Jun 5			Medium	Not Client
4	Add accessibility performance info to Vox website and social media	Olivia Reineb...	May 10 – Jun 10			Medium	Not Client
Add task...							

Day-Of Execution & Dry Run

1	Schedule and conduct AD + captioning dry run (pre-performance)	Ingrid O'Dell	Apr 22	15m		High	Not Client
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Meeting with Design SM for Prod co 5/18/26



Share



Projects 1 +

Send fo

SKELETON CANOE – Accessibility Services | New Haven, CT Project Planning & Contracting

Estimated time	0h 00m
Actual time	1h 00m + Start timer
Priority	—
Client input needed	—

Description

IFAI Skeleton Canoe (Vox)

Transcript

<https://otter.ai/u/4WllyKscdfGg0yofjL-yOYBzpqk?view=summary>

Overview

The IFAI Skeleton Canoe (Vox) meeting focused on integrating accessibility features into the production. The team discussed the use of a proscenium stage, the need for updated scripts, and the potential for tactile tours. They considered various captioning options, including projections and dedicated screens, and the feasibility of using existing equipment. The goal was to enhance visibility and accessibility for audiences, with a preference for integrating captions into the set design. They also discussed the possibility of using CC Access software for future shows and the





+ Add task

< Today >

May W20 10 - 16 W21 17 - 23 W22 24 - 30 W23 May 31 - 6 W24 7 - 13 W25 14 - 20 W26 21 - 27 W27 Jun 28 - 4

Venue Assessm...

✓ Confirm AD headset infrastructure at venue

Determine captioning d...
Due Tuesday

IO Discuss caption screen placement with Skeleton Canoe

Patron Outreac...

Deaf / hard of hearing community outreach for captioned performances

Indigenous and community partnership engagement

Blind / low vision community outreach for AD performances

Add accessibility performance info to Vox website and social media

Day-Of Executi...

IO Coordinate with Carson (venue APM) for day-of ground logistics

Post-Event Foll...

AD/CAPTIONING SKELETO...
Due Jun 19

AD/CAPTIONING SKELETO...
Due Jun 20

Day-of setup: AD ...
Jun 18 - 19

Day-of setup: capt...
Jun 18 - 19

Debrief with
Vox team: de-...

Distribute post-event
patron survey (AD and...

IO Expense reimbursements: submit all
receipts (hotel, travel, equipment)

Send post-event report and in-
voice to Kelsey / Skeleton Canoe

Duplicate of
Do Post Event...

Do Post Event
Reporting



MONDAY.COM Rolodex & CRM

PRICING

Pro Version **Free** for Nonprofits
(up to 10 users)

Centralizes donor and contact data.

Efficient mass email/campaign tracking.

****Saves 3–5 hrs/week** vs spreadsheet-based CRM tracking.

WHEN WE USE IT

- Contact management CRM
- Donor Dashboard and Drip Campaigns
- Business Development touch tracking
- Grant tracking & pipeline management
- Volunteer management & tracking

KEY FEATURES

- Customizable boards
- Personalized and trackable mass emailing
- Integrates with Slack, Google
- Upload spreadsheet → board populates
- Easy User Interface and onboarding
- Cheaper and easier to implement and use than other CRMs



Integrate Automate / 3 Agents Invite / 10

New project   Search  Person  Filter   Group by 

▼ Boston AD 25-26

	Project		Date	Time	Time	Company/Theater	Location	Month	Blind Expert	Inshow Describer
☐	Sardines	⊕	Oct 18, 2025	2:00	2	Huntington The...	Huntington Theatre, 264 Huntington Ave, ...	October	Tanja Mилоjevic	
☐	300 Paintings	⊕	Oct 19, 2025	2:00	2	ART	Farkas Hall, Harvard Square	October		
☐	Leonardo	⊕	Oct 19, 2025	2:00		Wheelock Famil...	Wheelock Family Theatre, 180 Riverway, Bo...	October		Ruth Kahn
☐	SIX	⊕	Oct 19, 2025	1:00	1	Hanover Theater	Hanover Theatre, 2 Southbridge Street, Wo...	October		
☐	Hamilton	⊕	Oct 26, 2025	1:00	1	Broadway in Bos...	Citizens Opera House, 539 Washington St, ...	October		
☐	Lizard Boy	⊕	Nov 16, 2025	2:00	2	Speakeasy Stage	Calderwood Pavilion/BCA, 527 Tremont Str...	November		Cori Couture
☐	Harry Potter and the Cursed Child	⊕	Nov 19, 2025	7:00	7	Emerson Coloni...	Emerson Colonial Theatre, 106 Boylston Str...	November		
☐	Lizard Boy	⊕	Nov 21, 2025	7:30	7	Speakeasy Stage	Calderwood Pavilion/BCA, 527 Tremont Str...	November		Cori Couture
☐	Spacebridge	⊕	Nov 23, 2025	2:00	2	Arts Emerson	Emerson Paramount Center, 559 Washing...	November		Ruth Kahn
☐	Fun Home	⊕	Dec 6, 2025	2:00	2	Huntington The...	Huntington Theatre, 264 Huntington Ave, ...	December	Mikey Rose	Dave Heard
☐	Chicago	⊕	Jan 11, 2026	1:00	1	Hanover Theater	Hanover Theatre, 2 Southbridge Street, Wo...	January		
☐	The Sound of Music	⊕	Jan 11, 2026	2:00	2	Broadway in Bos...	Citizens Opera House, 539 Washington St, ...	January		Laura Pailier
☐	Wonder	⊕	Jan 24, 2026	2:00	2	American Reper...	ART, Loeb Drama Center, 64 Brattle Street,...	January	Kwaku Darko?	Eddie
☐	Job	⊕	Jan 25, 2026	2:00	2	Speakeasy Stage	Calderwood Pavilion/BCA, 527 Tremont Str...	January		Cori Couture
☐	Noli Timere	⊕	Jan 25, 2026	2:00	2	Arts Emerson	Emerson Paramount Center, 559 Washing...	January		Cori Couture
☐	Some Like It Hot									Laura Pailier
☐	Kinky Boots	⊕	Feb 22, 2026	1:00	1	Broadway in Bos...	Citizens Opera House, 539 Washington St, ...	February		Laur...



OTTER.AI Captioner & Notetaker

PRICING

Free version (30 min meetings)

Pro \$10/mo (individual)

Business \$19.99/user/mo
(6,000 minutes)

Nonprofits get ~40% discount
via TechSoup partnership

Real-time Auto-Captions. Eliminates manual note-taking.
Keeps us connected as a team of Deaf/Hard of Hearing individuals.
****Saves 1–2 hrs/meeting** on transcription & follow-up summaries.

WHEN WE USE IT

- Meeting summaries & action item extraction
- Accessible transcripts for Deaf team members
- Live auto-captions at virtual and live meetings, panels, facilitations, site reviews - even team dinners!

KEY FEATURES

- OtterPilot auto-joins Zoom/Meets/Teams meetings & transcribes with timestamps, topics, person
- Auto-generates summaries with action items
- AI Chat: ask questions about meeting content

LIMITATIONS

- Accuracy dips with heavy accents or jargon
- Dependent on sound quality in live spaces, needs proximity and/or a mic
- **NOT** a substitute for certified ASL or CART





GOOGLE WORKSPACE Filing Cabinet & Calendar

NONPROFIT

FREE - 100TB shared storage

Organized Drive = Accessible from all platforms and screen reader accessible.

****Saves 3–5 hrs/week** in file hunting and version control.

WHEN WE USE IT

- File storage, sharing & archiving (Drive)
- Real-time doc collaboration (Docs/Sheets)
- All team meetings & scheduling (Meet/Cal)

KEY FEATURES

- Mail, Meet, Drive, Docs, Sheets, Slides, Forms
- Screen reader & accessibility compliant
- Google Analytics for Website with WordPress (accessible platform)
- Integrates with our other tools
- Preferred by client and contractors

LIMITATIONS

- Some of our Blind contractors prefer Word/Powerpoint, so we convert files
- Some features need desktop for full access to edit





SLACK

Water Cooler & Instant Messenger

PRICING

FREE Pro for Nonprofits
(up to 250 members)
85% off for larger orgs

Replaces scattered texts/emails.

****Saves 2–4 hrs/week** in coordination overhead.

WHEN WE USE IT

- Quick team messages
- Channel-based project & topic threads
- Receive automated alerts from integrated platforms (Asana, Google, Zapier)
- Join channels from external partners/invite users

KEY FEATURES

- Unlimited channels & direct messages
- 2,000+ integrations (Asana, Zoom, Google)
- Handles large attachments. Good for sending audio, video, photos
- Auto-generates transcripts of video/audio files

LIMITATIONS

- **NOT** for long-term documentation or ongoing conversations, time-limited retention
- Threads and search function vary by our preferences
- LZF prefers What's App community conversation





ZOOM Conference Room

PRICING

Free (40 min meeting limit)

Pro \$149.90/year/license

50% off Pro & Business for
nonprofits with budget up to
\$10M via Goodstack

Virtual rehearsals alone **save \$1000+/month in venue costs.**

AI summaries **save 30 min/meeting on notes.**

WHEN WE USE IT

- All team/client meetings & virtual rehearsals
- Board & committee meetings
- Hosting webinars & community events
- Cheap and easy way to auto-caption live events. Integrates CART/ASL Interpreters
- Virtual alternative space and remote option to include guests, Deaf Artists, interpreters

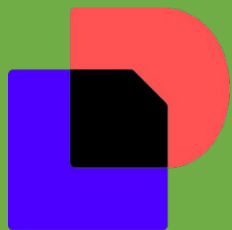
KEY FEATURES

- 100–1,000 participants (by plan)
- AI Companion: auto-summaries & action items
- Breakout rooms, polling, whiteboard, captions, transcript
- Recording to cloud/computer (multiple formats)

LIMITATIONS

- Free tier: 40-minute meeting limit
- AI features only on Business+ or higher
- Recording storage limited on lower plans





DOCUSIGN

Contract Manager

PRICING

Personal \$10/mo

Standard \$25/user/mo

(we only need 1 user)

Up to 50% off when applying via
DocuSign Nonprofit page

Eliminates printing, scanning & mailing.

****Saves 1–3 hrs** per contract cycle.

WHEN WE USE IT

- Staff, client, volunteer agreements
- Artists, interpreters and vendor contracts
- Board resolutions & donor pledges
- Non Disclosure Agreements
- Tax Forms

KEY FEATURES

- Legally binding e-signatures
- Templates for repeat contract types
- Secure for W-9s
- Screen reader accessible
- Time-sensitive link for security





CANVA Design Studio

PRICING

Pro \$15/mo or \$120/yr

Nonprofits get Canva Pro FREE
for up to 50 users

Build clean, consistent designs, media and products all in one place.

****Saves 6–10 hrs/week** vs outsourcing or learning Photoshop.

WHEN WE USE IT

- Social media graphics and banners
- Captioning AD/ASL/multimedia videos (can lay text as tracks)
- Annual reports and event program layouts
- Storing and Sharing Branding kit/logos
- Physical Event signage, business cards



KEY FEATURES

- 100M+ premium templates, design elements, fonts with history
- Brand kit: home your color palettes, logos, fonts
- Drag-and-drop imports with alignment support imports
- Accepts majority of file formats
- Auto saves and easy collaboration - direct sharing and comments
- Photo editing, QR code generator, text as captions, picture-in-picture
- Can add alt text on photos for screen reader accessibility

FINCH: GAMIFIED SELF-CARE FOR YOUR TEAM



Free version available
on iOS and Android



You take care of yourself → your virtual pet bird grows, explores, and earns rewards



DAILY CHECK-INS

Morning mood check +
evening reflection.
Energize your bird and
build the habit.



GOAL TRACKING

Set personal goals, track
progress, and celebrate
wins with your feathered
coach.



GROUNDING

Built-in anxiety tools:
breathing exercises,
grounding techniques,
a crisis helpline.



JOURNALING

Guided prompts for
gratitude, reflection, and
clearing your mind.
No writer's block.



FRIENDSHIPS

Connect birds with
teammates. Send
encouragement, strength
& love across the team.



CUSTOMIZABLE

Inclusive by design:
Pronouns, pride flags,
mobility aids and hearing
aids...your bird, your
identity.



OUR AI PHILOSOPHY

AI is a research assistant. Humans make the final call every time.

NO AI ZONES

✗ **No Generative AI - Art, Audio Description**

We create and develop original content - graphics, designs, photos, mission, vision, newsletters, emails - by ourselves. AI-generated imagery and description are misleading to our communities and invalidates accessibility work.

✗ **Personal Information is Secure**

Bank Accounts, Quickbooks/Financials, SSN, Passwords, information about minors, artists original scripts, NDA docs, etc.

✗ **Can't Replace Human Creativity or Culture**

Our mission is to employ diverse and disabled artists and access providers. AI cannot replicate cultural competency, embody lived experience, emotional intelligence, or authentic storytelling.

AI IS GREAT FOR

✓ **"Synthesize my meeting notes."**

Transform meeting notes into an MOU outline. Condense a grant application to fit the word count. Never accept the raw material; always filter and edit.

✓ **"What did I miss?"**

Flag gaps in your RFP/grant applications. Cross-check your response against funder requirements before submitting. **Do NOT use it to draft.**

✓ **"Find me opportunities with the following criteria."**

Find and determine eligible grants. Pull data and reports about potential clients and community news. Discover funders you may have overlooked.

✓ **"Where can I be more efficient?"**

AI compresses the busy admin work so we can focus on what matters most: community engagement, creativity and living out our values and mission



AI TOOLS: WHEN & HOW WE USE THEM

Claude (Anthropic)

USE: Editing, SOPs, grant thought partnership, research summaries, brainstorming

WHEN: Long-form thinking, policy drafts, document creation

Otter AI Chat

USE: Captioning, Meeting notes, ask questions about past meeting transcripts, extract decisions

WHEN: After meetings to identify decisions and action items without re-reading whole transcript. ALWAYS DISCLOSE

ChatGPT (OpenAI)

USE: Quick Q&A, ideation, summarizing articles, social media captions

WHEN: Fast creative tasks and generating multiple variations quickly

Zoom AI Companion

USE: Auto-generates meeting summaries, action items, and follow-up emails

WHEN: Auto-joining every meeting to take notes for the team. ALWAYS DISCLOSE AND CONFIRM CONSENT



AI outputs *must always* be reviewed by a human before sending externally. We never use AI to generate or replace authentic human storytelling, forward-facing communications, marketing, or donor campaigns.

TECH STACK WORKSHOP HANDOUT

Identify a pain point

*Where are you losing
the most time, energy, or sanity?*

Assess your Tech

What do you have, and how is it working?

Build your tech map and protocol

What should live where?

Action plan:

*Identify barriers,
opportunity for growth,
and next steps*





ADDITIONAL TOOLS IN OUR STACK

Sender.net

Email Marketing

Monthly Newsletters and targeted campaigns with custom designs and embedded content. Alt Text*

FREE/one user, ≤2,500 subscribers + 15k emails/mo

sender.net

TechSoup

Nonprofit Discounts

The gateway to discounted/donated tech for nonprofits. Start here before buying any software.

FREE membership (small admin fee per offer)

techsoup.org

Google Classroom

Classroom

Free LMS for DASL, AD & staff training. Asynchronous learning, quizzes & resources.

FREE

classroom.google.com

Candid / GuideStar

Grant Funding & Research

Find grants, research funders, verify nonprofits, and access form 990 data for prospect research.

FREE (basic) - Seals of Transparency are free

candid.org

TextExpander

Email Shortcuts

Snippet library for repeat email responses, templates, and form fills. Massive time saver.

\$3.33/user/mo (annual)

textexpander.com

YouTube (Studio)

Training & Media

Host training videos, share accessibility demos, post VOX content, tutorials for volunteers. AUTO CAPTIONING/EDITING*

FREE

youtube.com

Zapier

Automation Layer

Connects tools automatically.

FREE or Paid from \$19.99/mo

zapier.com

Asana Timesheets

Our Stopwatch

Track time spent on tasks directly in Asana. Generates time reports for grants & payroll.

Included in Asana paid plans

asana.com



QUICK REFERENCE: VOX Tech Stack at a Glance

TOOL	ROLE	WHAT IT DOES	NONPROFIT PRICING
ASANA	Virtual Office	Tasks, projects & collaboration	50% off via Goodstack
GOOGLE WORKSPACE	File Cabinet	Drive, Docs, Meet, Calendar	FREE for nonprofits
SLACK	Quick Chat	Team communication hub	FREE Pro (≤250 members)
ZOOM + AI	Conference Room	Meetings & virtual rehearsals	50% off via Goodstack
MONDAY.COM	Rolodex / CRM	Contacts, grants & volunteers	10 FREE seats + 70% off
OTTER.AI	Live Captioning	Auto-captions & meeting notes	~40% off via TechSoup
DOCUSIGN	Contract Manager	Electronic signatures, securely send tax forms	Up to 50% off nonprofit
CANVA	Design Studio	Graphics, branding, marketing, captioning	FREE Pro (50 users)
AI TOOLS	Intelligence Layer	Research, summaries, ideation	Free tiers available
SENDER.NET	Newsletter	Subscriber list & monthly newsletter	FREE (≤2,500 subscribers)
TECHSOUP	Discount Gateway	Nonprofit software discounts	FREE membership



Sam Gould

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IG: @Think_outside_the_vox

ThinkOutsideTheVox.org

(slide credit: Miller Outlaw, Olivia Reinebach,
Claude, Sam Gould)

Questions ?

- Asana, Monday, Canva Pro, Google Workspace, Slack Pro are all FREE for nonprofits
- Start with **TechSoup** and **Goodstack** discounts before buying software.
- **Accessibility evaluation is non-negotiable.**
- Automation can save staff time and capacity for your mission.
- Use **AI responsibly as a tool, not a replacement** for connection and storytelling