



DAY IN THE PARK

MANUAL



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DAY IN THE PARK OVERVIEW

INTRODUCTION

The Day in the Park (DITP) model is a community-level outreach event that can easily be duplicated by churches that have a heart for evangelism and want to engage the surrounding neighborhood. The purpose of DITP is to provide a platform for a church congregation to build relationships with the community that sits right outside the walls of our churches unreached.

It is the means to build a bridge, tear down negative perceptions of the church, and to demonstrate the love of Christ to your neighborhood.

HISTORY

Out of a heart for evangelism and their surrounding neighborhood, Alpha Hayward and Tray Michaels set out to create a community outreach event that would attract a very diverse and impoverished demographic. Lents Park is a melting pot of community-oriented families mixed with gang and domestic violence, drug distribution and prostitution. The vision was to throw a big party for the neighborhood to begin fostering relationships with people who would otherwise never set foot in a church building. DITP is a gesture to say we care about the neighborhood and we want to be and do something positive there. Over the years DITP grew from 250 people to over 7000 in attendance.

OBJECTIVES

This document lays out the mechanics learned from hard-knocks experience, but the structure is flexible and should be customized for your needs. However, the common objectives of the DITP vision are:

- To provide a free event
- To publicly proclaim the Gospel
- To serve the community in a neighborhood setting
- To customize a professional-level event for the least amount of money possible





BUILDING YOUR TEAM

The first crucial step in planning an outreach event is to build a team that will carry out the vision with you. Take time to envision and write down your vision and goals to share with the team.

ESTABLISHING A COMMITTEE

The DITP Committee brings leadership and relationships to the planning process in order to increase unity in the Body and expand the impact of the Church. They typically meet once a month, at a central location, to cover the event status and needs.

LEADERSHIP COMMITMENT

The team will be comprised of local leaders who are committed to the DITP process by:

1. Praying, planning, and advising the local coordinator in the process.
2. Reaching out to colleagues to share the DITP vision and seeking their partnership.
3. Meeting once a month (more frequently as the event draws closer).
4. Mobilizing volunteers and finding supplies for their area.

COMMITTEE ROLES

1. Physical Arrangements / Concessions
2. Family Fun Zone (See Appendix A – Event Manuals) - This Captain must be able to recruit a team, communicate to the churches, implement the program, and mobilize families to attend the Family Fun Zone onsite Festival weekend.
3. Security
4. Stage & Event Production
5. PR & Media
6. Volunteer Coordinator
 - Recruit volunteers
 - Prayer Counselors - The scope of this work is to ensure successful attendance at Counselor Training events and to implement the counseling and follow-up strategy that refers decision-makers to participating churches.
7. Action Sports (See Appendix A – Event Manuals) - Drives skate, FMX and BMX (whatever the festival is having onsite). This Chairperson(s) gives leadership to their team to mobilize the action sports community, gather supplies for the skate park, as well as recruit volunteers for skate park construction during festival week or before.
8. Artists Coordinator
9. Finance Team - The primary role of the Finance Team is to manage the funds raised for DITP. This team will also network with people in the community who are interested in DITP and who might be able to financially contribute with donations, sponsorships, or gifts in kind.

LEADERSHIP STRATEGY & VISION

It is vital to establish clear Vision for your event and more importantly for your neighborhood. The event leadership then creates clear and measurable Goals and Objectives. We recommend having dates to check the progress on all aspects of the event and to determine, in advance of those dates, what actions will be taken if certain goals and objectives are not met. This can be challenging for teams, however this is why we recommend prayerfully establishing protocols in advance of moving forward.

PARTNERING WITH LOCAL CHURCHES, NONPROFITS, AND BUSINESSES

CHURCH PARTNERSHIP

1. Pursue opportunities to speak at local churches to share about the vision and how they can participate or support it.
2. Reach out tour. Host concerts at local churches to promote the event and raise support for DITP.

PARTNERING WITH NONPROFIT ORGANIZATIONS

1. Provide medical services – dental, vision, medical mobile units.
2. Free bike repair.
3. Engage volunteer teams to help with event (pick up trash or help with Kid's Area).

LOCAL BUSINESS SPONSORS

1. Introduce your event, tell them what type of audience will be there, and sell the opportunity to them. Tell them how they can partner with the event.
2. Have a list of ways they can partner with you. Give them options. Be specific.
3. Ask if they can introduce you to 1 or 2 people they know who would be interested in partnering with this event.

SPONSORSHIP MATERIALS *(See Appendix B - Sponsorship Materials)*

1. Sponsorship Package Benefits
2. Sample Sponsorship Opportunities
3. Sample Sponsorship Contract

VOLUNTEERS

Volunteers are the backbone behind making DITP work. They are needed throughout the process to help with mailings, distribute flyers, make phone calls, load materials, and act as general volunteers onsite. Below is a list of best practices for recruiting and managing volunteers.

VOLUNTEER RECRUITMENT

1. Work with churches, nonprofit groups, colleges, high schools, clubs, and gatherings of older people and ask them to volunteer.
2. Have a general handout that lists all the areas you need volunteers for.
3. Send out emails asking for volunteers.
4. Organize the volunteers by day/shift area and shift time (*see sample volunteer positions document*).
 - Make sure you capture their name and contact information.
 - Don't forget the set up and tear down volunteers.
 - Recruit trash volunteers for the entire day.
5. Send a volunteer reminder postcard to everyone that signed up.
 - List the day/shift area and time they signed up for.
 - Let people know in numerous emails/handouts they will receive a postcard with their shift a week or two before the event.

ONSITE VOLUNTEER CHECK-IN

1. Volunteer Check-in is the hub of all questions onsite.
2. Prepare frequently asked question (FAQ) sheets ahead of time with event information, pens, garbage bags, Kleenex, etc.
3. Recruit volunteers to help check in volunteers.
 - Create a step by step instruction sheet for each volunteer check-in person. This helps especially at shift changes when you are not able to brief everyone immediately.
 - Have volunteer job descriptions at check-in so they know what each volunteer does. This helps answer questions.
 - Have maps of the festival site taped all over volunteer check-in.
4. Have different check-in lists (different ways to find someone's name) as people check in.
 - List of all volunteers in one area (Prayer, Children's, Action Sports, etc).
 - List alphabetized by last name.
 - List by day/shift and area (keep the days separate).
 - Make a separate list of names for security volunteers.
 - List volunteers by time order (and number) for the lead volunteer coordinator. This is a quick reference for numbers.
5. As people check in:
 - Make sure volunteers have received T-shirts, lanyards or nametags designating them as a volunteer.
 - Have bottled water available onsite for volunteers to take with them as they go off for their assigned shift.
6. Know where counselors are supposed to check in and be able to easily direct counselors there.

DETERMINING YOUR BUDGET

HOW TO PAY FOR DITP

One of the most crucial aspects of coordinating a successful DITP event is the budget. In order to estimate the cost of the event, first look at what resources and personnel you have and start there. You don't have to accomplish your full vision the first year, nor should you be discouraged if you can't do everything all at once. Each year you will build more relationships and have access to more resources.

The Finance Team will set the budget and determine a plan for paying expenses. It is highly recommended that a separate account be set up where funds that are raised can be deposited and reserved for the event. Also, a budget and "Profit & Loss" should be generated for this account so that income and expenses can be distributed and monitored. The hosting organization should be willing to cover a loss, should one occur. If a "profit" is made, then the leadership should decide whether that would go to the hosting organization or kept in the account for a future year (recommended).

One of the primary goals leading up to the event should be the entire committee participating in raising funds. The best way to fundraise is putting together a video and taking it "on tour" to churches, businesses and organizations that are open to participating. This should be done 12-18 months prior to the event. Showing the video during a service, and then having a leader verbally share the vision for the event has been the most effective in our experience. Optimally, the committee should network and invite churches in the community where the event is taking place. Follow-up with the pastors of these churches is essential to creating partnerships.

The following are a couple of sample budgets to help you create your own. The amounts can vary widely depending on what you can negotiate for free. However, this is a reasonable estimate of what it would take to run a neighborhood event.



DITP BUDGET

ITEM	BUDGET #1	BUDGET #2	BUDGET #3
Guest Artists	\$500	\$1,500	\$6,000
Action Sports	\$1,000	\$2,000	\$5,000
Sound System	\$500	\$1,000	\$3,000
Travel (for Music/Sports/ Other Talent)	\$0	\$1,500	\$5,000
Air		\$750	\$2,500
Hotel		\$500	\$1,750
Food		\$250	\$750
Physical Arrangements	\$1,800	\$2,000	\$6,000
Trash Containers/ Disposal	\$150	\$150	\$500
Porta-Potty	\$350	\$350	\$750
Food (for setup/ cleanup crews)	\$500	\$650	\$750
Permits	\$800	\$800	\$4,000
Advertising	200	\$500	\$2,500
Radio Ads (2 weeks before event)			\$1,500
Flyers	\$200	\$300	\$500
Banners		\$200	\$500
Kids Area	\$1,000	\$1,500	\$2,500
Inflatables/ Concessions	\$850	\$1,150	\$2,000
Supplies	\$150	\$350	\$500
TOTALS	\$5,000	\$10,000	\$30,000

PHYSICAL ARRANGEMENTS

SELECTING A PARK SITE

1. Think through all the elements you want to include in your event and how you would lay it out in that space. Two major considerations before you settle on a location are power and water. Is it available onsite and what are the fees? If not, what are the logistics and costs involved to bring them in?
2. City officials will walk you through all the requirements that need to be met for city, park and neighborhood permissions. Ask for layouts from similar events to determine the best way to set up your event. Also, visit other events taking place at the site to observe and learn how they are doing it.

EVENT TIMELINE, SCHEDULE, AND CHECK LISTS

1. EVENT TIMELINE

It is helpful to have a timeline with target due dates in order to keep the team on schedule and show what the next action steps are. See *Appendix C -Event Timelines*, for sample work plans.

2. DITP PROGRAM

As you negotiate terms with the artists and action sports athletes you will be able to determine the overall schedule. You will need to work with the Production Company or knowledgeable volunteers to walk through the entire program and ensure that you have made arrangements for the appropriate sound equipment and power needed for the program. See *Appendix D - DITP Event Program*, for sample schedules.

3. CHECK LISTS

For sample check lists See *Appendix E -Setup & Supply Lists Guidelines*.

EVENT LOGISTICS

1. PARK LAYOUT (See Appendix F - Site Maps)

2. FAMILY FUN ZONE (See Appendix A: Event Manuals/Family Fun Zone)

The Family Fun Zone creates an atmosphere of fun for families with children of all ages. Multiple times throughout the day, the Gospel is presented with a specific message geared for a younger generation.

- Organize multiple games, activities, and sport activities for children of all ages.
- Secure supplies for all activities.
- Organize volunteers for each activity in appropriate shifts.

- Organize a Family Fun Zone stage show that introduces the Gospel presentation.
- Train counselors.
- Prepare a plan for lost children.
- Hold Family Fun Zone Team meetings.
- Spread the word about the Family Fun Zone.
- Organize logistics for onsite at the Festival.

3. ACTION SPORTS *(See Appendix A: Event Manuals/Action Sports)*

The Action Sports area reaches the crowd that might not be interested in the games or activities of the Family Fun Zone. This could include Freestyle MotoCross (FMX), BMX bicycles, skateboarding or surfing by professionals (or locals depending on the situation). During each Action Sports Presentation the Gospel is presented and the attendees are offered a chance to change their lives forever.

- Determine what activities would draw the biggest crowd.
- Schedule presentations/activities in between performances.
- Secure supplies.
- Organize volunteers for each activity in appropriate shifts.
- Train counselors.
- Schedule Action Sports team meetings.
- Spread the word about the Action Sports Area.

4. CONCESSIONS

Decide in advance what you plan to give away and what you will sell. Any potential profits will affect the type of permit you apply for and will increase the cost. Try to get food and beverage sponsors so that you can give everything away for free. Make a list of what you would like to serve, and then ask for specific items to be donated by churches and businesses.

5. GUEST ARTISTS

Be sure to review contracts and riders of guest artists to make sure all arrangements are being made and are lined up.

DITP FOLLOW-UP

1. Determine ahead of time follow-up and post event schedules.
2. What mailings or emails are being sent (and who is responsible) for:
 - Churches that receive names of those that made commitments.
 - Participating Churches
 - People that made commitments at the Festival
 - Friends that brought people that made commitments at the Festival
 - Donors and Sponsors
3. Schedule a debrief meeting for DITP and do a SWOT analysis

PROMOTIONS & PUBLICITY

Nothing beats a personal invitation to an event like this. Research shows that when someone receives a personal invitation to an event from someone they know the likelihood that they will attend an event like DITP increases dramatically. Giving fliers, rave cards, door hangers or other marketing materials to a neighbor, relative, coworker and other people is highly recommended. Flooding the neighborhood with signage, posters, yard signs, bumper stickers, etc. is the goal.

GRASSROOTS PUBLICITY CAMPAIGN

See *Appendix A - Event Manuals / Grassroots Publicity Campaign* for ideas on how to expand public awareness of your event. Participating churches, individuals, and businesses assist in this process by saturating their areas with information about the upcoming DITP event.

MARKETING MATERIALS

Once you have established the budget for marketing the DITP event, the committee will need to determine the best campaign to get the word out to the surrounding neighborhood. One of the most cost-effective strategies is to distribute event flyers around the community. Go door to door to tell neighbors about the upcoming family friendly event. Ask local businesses if you can leave a stack of flyers for their customers.







ACTION SPORTS

EVENT MANUAL APPENDIX A

DESCRIPTION

The Action Sports area reaches the crowd that might not be interested in the games or activities of the Family Fun Zone. This could include Freestyle MotoCross (FMX), BMX bicycles, skateboarding or surfing by professionals (or locals depending on the situation). During each Action Sports Presentation the Gospel is presented and the attendees are offered a chance to change their lives forever.

"I have become all things to all men so that by all possible means I might save some...for the sake of the Gospel."

1 Corinthians 9:22-23

GOALS

1. Determine what activities would draw the biggest crowd.
2. Schedule presentations/activities in between performances.
3. Secure supplies.
4. Organize volunteers for each activity in appropriate shifts.
5. Train counselors.
6. Schedule Action Sports team meetings.
7. Spread the word about the Action Sports Area.

TOOLS TO REACH GOALS

Volunteer Positions Needed:

- ☐ Athlete Hospitality Area
- ☐ Artist Transportation
- ☐ Backstage Runner
- ☐ Merchandise for Athletes
- ☐ Security
- ☐ Ushers and Counselors
- ☐ Set Up: Pre Event
- ☐ Set Up: Event Days

1. DETERMINE WHAT ACTIVITIES WOULD DRAW THE LARGEST CROWD (and what groups are available).

Determine between FMX, BMX, Skateboarding and Surfing.

Use a surfing event if on the coast and include a Gospel presentation

1. SCHEDULE PRESENTATIONS/ACTIVITIES IN BETWEEN PERFORMANCES.

**These are suggestions/possibilities, not requirements.*

- One option is to have an Airbrush tattoo station in between demos to help clear out seats. Get a free local artist.
- Strong man teams or martial arts demo, focus on skill and discipline it takes (breaking bricks and boards, etc.)
- Plan meet and greets for autographs with the athletes.
- Get an experienced DJ with good music. Not all teams bring their own DJ.
- The DJ can entertain the crowd between performances or enhance the demos.

2. SECURE SUPPLIES.

- Find sound equipment that is large enough to cover the entire crowd with background music and the Gospel presentations.
- Determine if you need to build a floor for the skate park or if an existing parking lot, etc. will suffice.
- Secure drinks and meals for athletes.
- Engage the crowd more by using large screens to encourage crowd interaction if within budget.
Ex. – texting (if possible).

3. ORGANIZE VOLUNTEERS FOR EACH ACTIVITY IN APPROPRIATE SHIFTS.

- Determine how many volunteers you will need and recruit them for a designated shift. (See tools for an example)
- Pass along volunteer names/information to volunteer check in.
- It works best to find a “captain” in charge of each area.
- Communicate pertinent information to your volunteers.

4. TRAIN COUNSELORS.

- Connect with the Counseling team for a schedule of counselor trainings.
- Encourage all Livin It team members to attend or conduct a training at a Livin It meeting.

5. SCHEDULE ACTION SPORTS TEAM MEETINGS.

- Plan to have 3-5 meetings leading up to the Festival. Plan team meetings every other month until 6 months from the festival (then begin meeting each month).
- Work on supplies, volunteers, grassroots publicity, and train everyone as a counselor.

6. SPREAD THE WORD ABOUT THE ACTION SPORTS AREA.

- Publicize the Festival and the Action Sports area in your sphere.
- Visit local skate/surf shops.
- Put up posters/hand out flyers in places where teenagers frequent.
- Wherever you can find!

ACTION SPORTS SAMPLE TIMELINE

IMMEDIATE STEPS

- ☐ Recruit Action Sports Area team (promotions, arrangements leaders)
- ☐ Review volunteer assignment sheet with Team Leader
- ☐ Develop volunteer email and contact list (Driven by Festival Office)
- ☐ Pray

NEXT STEPS

Approximately 7-8 months before demo

- ☐ Call through contact list to notify and recruit (You will confirm assignment details later)
- ☐ Identify action sports shops and create a database
- ☐ Develop distribution plan for Livin' It promotional materials
- ☐ Coordinate volunteer times with Festival Friend website
- ☐ Book demo teams (send deposits)
- ☐ Determine plan for onsite meals
- ☐ Pray

Approximately 2 months before demo

- ☐ Fill in roles and assignments with volunteers
- ☐ Prepare promotional materials to go to action sports shops
- ☐ Work with Physical Arrangements coordinator to finalize sound system
- ☐ Pray

FINAL STEPS

1 Month Out

- ☐ Contact all volunteers to confirm roles and assignments
- ☐ Send names and roles of all volunteers to the festival volunteer coordinator
- ☐ Deliver all publicity materials to action sports shops (hang up posters, give out invitation pieces)
- ☐ Pray

1 Week Out

- ☐ Email and call all volunteers confirming their assignment and arrival time
- ☐ Review volunteer list with the Action Sports Team Leader
- ☐ Pray for and invite your neighbors, family and friends to the event to hear the Gospel

Day of Event

- ☐ Manage all volunteers on site

Day after Event

- ☐ Tear down of Action Sports area (some/all of this may take place Sunday evening)

ACTION SPORTS CHAIR DESCRIPTION

PURPOSE

The festival Action Sports Area attracts massive crowds with some of the best action sports athletes in the nation. The athletes' daring stunts mesmerize the crowd and in between the demonstrations one or more of the athletes will share their testimonies and the Gospel message will be presented to the crowd.

OVERVIEW

The Chairperson will directly supervise the activity of the Action Sports Committee to ensure that the demonstrations are well advertised (penetrating every action sport market and youth group in the area), that the Action Sports area and volunteers are organized and that the counseling process goes smoothly. This involves gathering a committee of 10-15 people and meeting with them 3-5 times before the festival. Action Sports Committee members are those with a passion for youth and evangelism, typically skaters/BMX bikers and youth leaders participate.

RESPONSIBILITIES

- ☐ Help recruit committee members to help with promotion and other needs.
- ☐ Help contact key sponsors/supply donations.
- ☐ Represent the Action Sports Committee at Executive Committee Meetings.
- ☐ Oversee Committee Meetings.
- ☐ Staff in organizing the agenda for meetings.
- ☐ Oversee the Action Sports area during the festival.
- ☐ Help recruit volunteers to build the skate park floor (if applicable) and set up the ramps festival week.
- ☐ Help recruit volunteers/sponsors to provide meals for those that build the park (if applicable).
- ☐ Help mobilize local area schools, youth groups, and skate parks.





FAMILY FUN ZONE

EVENT MANUAL APPENDIX A

DESCRIPTION

The Family Fun Zone creates an atmosphere of fun for families with children of all ages. Multiple times throughout the day, the Gospel is presented with a specific message geared for a younger generation.

“Jesus said, ‘Let the little children come to Me.’” Matthew 19:14

GOALS

1. Organize multiple games, activities, and sport activities for children of all ages.
2. Secure supplies for all activities.
3. Organize volunteers for each activity in appropriate shifts.
4. Organize a Family Fun Zone stage show that introduces the Gospel presentation.
5. Train counselors in the use of children’s counseling materials.
6. Be prepared for lost children.
7. Hold Family Fun Zone Team meetings.
8. Spread the word about the Family Fun Zone.
9. Organize logistics for onsite at the Festival.

BEST PRACTICES:**1. MULTIPLE GAMES, ACTIVITIES, AND SPORT ACTIVITIES FOR CHILDREN OF ALL AGES.**

- Plan activities for younger children as well as those in their teenage years
- Find an inflatable or bounce house partner if possible.
In addition to bounce houses and slides, see if company has competitive type inflatables: joust, bungee run, sumo wrestler suits (with age limits), Velcro wall, etc.
- Plan popular sports activities.
Recruit well-known athletes to sign autographs (men and women).
Plan activities that are quick so the line keeps moving and more children can participate. Examples include:
 - Kick a goal
 - Run an obstacle course
 - Free throw shoot
- Look for what is unique in the community and advertise that those activities will be available.
- Other popular activities have included:
 - Face Painting
 - Stacking
 - Hair wrapping
 - Gospel Bracelets/Fruit Loop Necklaces

2. SECURE SUPPLIES FOR ALL ACTIVITIES.

- Create a supply needs list. (Face paints, brushes, plates, etc. See tools for an example)
- If possible, recruit a co-captain to help secure volunteers and supplies as well as assist in overseeing the assigned area during the festival.
- Secure supplies through donations. (Almost everything in past festival cities has been donated.) Home improvement stores often donate items.

3. ORGANIZE VOLUNTEERS FOR EACH ACTIVITY.

- Determine how many volunteers you will need and recruit them for a designated shift. (See tools for an example).
Pass along volunteer names/information to volunteer check-in
- Communicate pertinent information to your volunteers.
- Follow laws regarding screening of people working with children. If there are no laws, recruit those that work with children at their local church where the church can vouch for those volunteering.

4. STAGE SHOW THAT INTRODUCES THE GOSPEL PRESENTATION.

- Something high energy and loud to draw a crowd to the presentation area:
In the past this has been a dance or singing group.
Free (light/soft) giveaways can be thrown off the stage.
- The Gospel presentation should be presented by a well-established children's evangelist.
Mark Thompson (www.markthompson.org) comes highly recommend, but you know the culture best and must choose someone who will work for your city.
- The introduction show and Gospel presentation combined should not be more

than 30 minutes long.

- See if a church will donate their sound system for the presentation.

5. TRAIN COUNSELORS IN THE USE OF CHILDREN'S COUNSELING MATERIALS:

- Connect with the counseling team to coordinate counselor trainings.
- Request children's counseling materials (if applicable).
- Begin planning training sessions and advertise to local churches.
- Record all those that attend the trainings.

6. PREPARE FOR LOST CHILDREN (THEY WILL GET SEPARATED FROM THEIR PARENTS).

- Have a wide range of activities to keep children occupied until they are reunited with their parents
- Set up a communication plan ahead of time (see tools)

This area will need to remain open during the entire festival.

7. HOLD FAMILY FUN ZONE TEAM MEETINGS.

- Meet monthly (or as needed) to check in on activities confirmed, volunteers and supplies.
- Make sure everyone that is on the Family Fun Zone team has been trained as counselors.

8. SPREAD THE WORD ABOUT THE FAMILY FUN ZONE

- Give out pamphlets and flyers anywhere that children meet. Examples include: Churches, Sunday School, Vacation Bible School, gymnastics, karate classes, etc.

9. ORGANIZE LOGISTICS FOR ONSITE AT THE FESTIVAL.

- Tips from past festivals:
 1. Make sure the Family Fun Zone stage is not too close to the main stage or Action Sports area (for sound issues)
 2. Allow enough space for children and family to sit at the base of the Family Fun Zone stage (and that it is appropriate to sit on- grass, AstroTurf, etc.).
 - * Is it culturally appropriate to have people sit on the ground?
 - * Do you need to provide carpet or AstroTurf for people to sit on?
- Do you need a water supply for any of your activities? (example: face painting)
- Do any of your activities need power?

TOOLS TO REACH GOALS:

Family Fun Zone Sample Supply List

Areas	Supplies needed	Volunteers	Table #	Chairs	Elec
Craft: Face Painting		30 people/shift			
Captain:	60 sets of face paint (Water based)				
	brushes				
	paper plates and cups				
	Water				
	15 rolls of Paper towels				
	mirrors				
	Board with examples to choose from				
Craft: Gospel Bracelet		20 people/shift			
Captain:	Yellow, black, red, white, green Beads				
	Colored Plastic String				
	scissors				
	Explanations of the bracelet				
Craft: Temporary Tattoos		10-12 people/shift			
Captain:	Temp Tattoos (2400 a day)				
	4800 Alcohol Wipes				
	bowls				
	4800 Baby Wipes- fragrance free, non-alcohol, sensitive skin				
	Extra Water				
	Spray bottles				
	Trash cans (Big paper bags?)				
Inflatable Jump Toys					
Captain:	Inflatable jump toys				
	5 timers	2 - 4 people per inflatable/shift			x
Football Toss	Footballs	2 - 4 people per inflatable/shift			
	Targets				
	Orange Cones				
Carnival Games					
Captain:	8-10 games	2 people per game/shift			
	Prizes				?
	water				
Mural Painting		8 people/shift			
Captain:	100 White Flat sheets or muslin				
	4 long 8 ft Tables				
	6 colors Washable Paint (2 gallons each)				
	24 Plastic cups				
	24 Brushes				
	Water				
	Paint Shirts				
	Masking tape to hang, clothespins, duct tape				
	baby wipes				
Lost Children's Area					
Captain:	Coloring books	3 people/shift			
	Markers				
	Crayons				
	Paper				
	distracting activities				
Counseling/Follow-up					
Captain:	Stop program 1st time only				
FFZ Stage		3 people/shift			
Captain:	Extra Giveaways from stage				
Veggie Tales	Larry and Bob Costumes				
		1 runner			
EXTRA Materials	Batteries				
	Bright colored cheap table clothes				
	Masking tape to hold down table clothes				
	Coolers for each station for ice / water				
	Hand sanitizer				
	garbage bags				
	Orange cones				
	Nametags for Captains or hats				

Please note- this is a sample for a FFZ open from 2-6 pm

Sample Volunteer Needs

Areas	Saturday		Sunday	
Chair:	Shift Times	Volunteers	Shift Times	Volunteers
Craft: Face Painting	1 - 4 pm	30	1 - 4 pm	30
Captain:	4 - 7 pm	30	4 - 7 pm	30
Craft: Gospel Bracelet	1 - 4 pm	20	1 - 4 pm	20
Captain:	4 - 7 pm	20	4 - 7 pm	20
Craft: Temporary Tattoos	1 - 4 pm	12	1 - 4 pm	12
Captain:	4 - 7 pm	12	4 - 7 pm	12
Inflatable Jump Toys /Climbing Wall	1 - 4 pm	24 +	1 - 4 pm	24 +
Captain:	4 - 7 pm	24 +	4 - 7 pm	24 +
Carnival Games (12 games?)	1 - 4 pm	24	1 - 4 pm	24
Captain:	4 - 7 pm	24	4 - 7 pm	24
Mural Painting	1 - 4 pm	8	1 - 4 pm	8
Captain:	4 - 7 pm	8	4 - 7 pm	8
Lost Children's Area	1 - 4 pm	3	1 - 4 pm	3
Captain:	4 - 7 pm	3	4 - 7 pm	3
	7 - 10 pm	3	7 - 10 pm	3
Mark Thompson Table	1 - 4 pm	3	1 - 4 pm	3
	4 - 7 pm	3	4 - 7 pm	3
Autograph Tent	1 - 4 pm	3	1 - 4 pm	3
Captain:	4 - 7 pm	3	4 - 7 pm	3
Counseling/Follow-up	1 - 4 pm		1 - 4 pm	
Captain:	4 - 7 pm		4 - 7 pm	
Children's Stage	1 - 4 pm	3	1 - 4 pm	3
Captain:	4 - 7 pm	3	4 - 7 pm	3
Veggie Tales	1 - 4 pm	10	1 - 4 pm	10
Captain:	4 - 7 pm	10	4 - 7 pm	10
Hockey	1 - 4 pm	10 - 15+	1 - 4 pm	10 - 15+
Captain:	4 - 7 pm	10 - 15+	4 - 7 pm	10 - 15+
Football	1 - 4 pm	10 - 15+	1 - 4 pm	10 - 15+
Captain:	4 - 7 pm	10 - 15+	4 - 7 pm	10 - 15+

LOST CHILDREN PROCEDURES

There will be more calls for lost children than any other area need. Rules that we follow in this area:

1. THE LOST CHILDREN'S BOOTH WILL BE STAFFED BY NO LESS THAN 3 VOLUNTEERS FOR EVERY SHIFT.

- There will be at least 2 volunteers in the booth at all times.
- A third volunteer may need to run and do errands as necessary.
- Will also provide games, snacks, food, water, videos, and coloring opportunities.

2. WHILE USING YOUR RADIOS DO NOT USE ANY CHANNEL OTHER THAN THAT WHICH IS DESIGNATED AS POLICE, SECURITY, EMS, AND LOST CHILDREN'S TO ANNOUNCE A MISSING OR FOUND CHILD.

- The person who finds a lost child (a child that might not know that they are lost) or a parent who reports a child missing should immediately report to the lost children's tent by radio that you are bringing either a lost child or parent over to the tent.
- You will need to provide a full description of the found child or missing child over the radio. Please DO NOT panic and clearly communicate all the information that you can about the child. Describe the following:

- Child's Name	- Height	- Hair Color	- Eye Color
- Clothes they are wearing	- Any identifying marks	- Age	

3. AFTER YOU HAVE MADE THE REPORT OVER THE RADIO, TAKE THE PARENT OR CHILD TO THE LOST CHILDREN'S TENT.

- Fill out the lost children's report form with the parent or child and double check that the call has gone out to all security and police for the process of finding the parent or child.
- Encourage the parent to remain at the tent so we can get them reunited when the child is found.
 - If the parent refuses to stay at the tent then you will need to go with that parent to find the child and then report over the security channel that the child was found and you will need to bring the parent back to the lost children's tent to finish filling out the release form and verify the final reunion. This must strictly be followed.
 - We strongly encourage the parent to stay at the lost children's tent until the child is found to alleviate any more confusion.
 - If there are 2 parents one may go look for the child. The second parent should be accompanied by a security volunteer with a radio.

4. COMMUNICATION. NO VOLUNTEER SECURITY PERSONNEL OR ANY OTHER FESTIVAL STAFF WILL MAKE AN ANNOUNCEMENT OF THE LOST CHILD OVER ANY PA SYSTEM FROM ANY LOCATION ON THE FESTIVAL GROUNDS.

- No matter how hard it is to tell the parent no to a request like this you must show restraint.

- Making public announcements can cause wide spread panic and tip off a child abductor.
- We have not lost a child and have found all the children that have been reported missing.
- Take a moment to pray with the parent as we know that God is more than able to work on our behalf.

5. MATCHING UP A CHILD AND PARENT: THE PARENT SHOULD RECOGNIZE THE CHILD AND THE CHILD THE PARENT OR LEGAL GUARDIAN.

- The descriptions should match what has been written, both by the child or parent.
- You should feel free to ask additional questions to determine the match.
- If there is any confusion/questions about a match call the police on site for further identifications.

SAMPLE FAMILY FUN ZONE SCHEDULE:

Sess:	Family Fun Zone				Sat & Sun	Luis Palau Festival
Start:	1:30 PM, 3:00 PM					Nashville CityFest, May 19 - 20, 2007
Seq	Start	End	Min	Description	Who	Notes / Props
1	1:30 PM	1:35 PM	5	Roll out turf/put up signage/5 min. warning		Ushers hand out response cards
2	1:35 PM	1:41 PM	6	Welcome/Giveaway w/more to come		Ask for people to FILL OUT their response cards
3	1:41 PM	1:46 PM	5	Oasis Worship Center Dance Team	Oasis Worship	One song
4	1:46 PM	1:54 PM	8	Veggie Tales Dance	VeggieTales	Two songs
5	1:54 PM	1:55 PM	1	Introduce Mark Thompson	Kevin Kidd	
6	1:55 PM	2:05 PM	10	MESSAGE	Mark Thompson	
7	2:05 PM	2:15 PM	10	Invitation & Counseling		Announce Livin It and next FFZ present
8	2:15 PM			Program Ends		
Seq	Start	End	Min	Description	Who	Notes / Props
1	3:00 PM	3:05 PM	5	Roll out turf/put up signage/5 min. warning		Ushers hand out response cards
2	3:05 PM	3:11 PM	6	Welcome/Giveaway w/more to come		Ask for people to FILL OUT their response cards
3	3:11 PM	3:16 PM	5	Oasis Worship Center Dance Team	Oasis Worship	One song
4	3:16 PM	3:24 PM	8	Veggie Tales Dance	VeggieTales	Two songs
5	3:24 PM	3:25 PM	1	Introduce Mark Thompson	Kevin Kidd	
6	3:25 PM	3:35 PM	10	MESSAGE	Mark Thompson	
7	3:35 PM	3:45 PM	10	Invitation & Counseling		Announce El Trio De Hoy @ 4:15 (SAT) & BarlowGirl @
8	3:45 PM			Program Ends		4:15 AT MAINSTAGE





GRASSROOTS PUBLICITY CAMPAIGN

EVENT MANUAL APPENDIX A

DESCRIPTION

The core of the Grassroots Publicity Campaign is to expand public awareness of the upcoming Festival and reinforce other marketing directives through grassroots distribution. Basically, the more one sees, the bigger the event seems and thus will be. Participating churches, individuals and businesses assist in this process by saturating their areas with information about the upcoming Festival.

GRASSROOTS PUBLICITY MATERIALS DO NOT INCLUDE THE FOLLOWING ITEMS:

1. Billboards
2. TV/Radio/Newspaper
3. Advertising
4. Third party sponsorships
5. Promotions

GRASSROOTS PUBLICITY MATERIALS DO INCLUDE:

1. INVITATION TICKETS: Also referred to as “Invites” to be distributed to:

- Churches for their congregants to use to invite primarily their non-Christian friends to the Festival – They could also be used in church bulletins.
- Street Teams to:
 - ☐ Canvass neighborhoods in designated areas
 - ☐ Encourage retailers to place at their front counters and/or staple to receipts
 - ☐ Hand out in high traffic areas (fairs, street markets, community events, visitor centers, etc.)
 - Note: Depending on local politics, you might be asked to leave certain places. Do your research in advance to know your rights because oftentimes such distribution falls under freedom of speech as long as it is on public property (rented or not) – because you are not soliciting money in any way, legally you should have no problem. However, use your discretion, we want to be above reproach and attract the least amount of negative attention possible.
 - Some churches already pay for booths at some of the larger events and oftentimes they will team up with you to allow you to hand stuff out or put them at their booths (Portland CityFest even did balloons with the CityFest information on them – great publicity.)

2. BUMPER STICKERS: To be given to anyone willing to further publicize the Festival. If the stickers are vinyl, they can also be used to stick on business doors and windows.

3. YARD SIGNS: Come with metal stakes and require little assembly (place one over the other and staple in the middle so they don’t blow off).

- ☐ Distribute to people for their homes or offices
- ☐ Can be temporarily placed on vacant lots
- ☐ Place in churches and high traffic locations in your area (ideally coffee shops, local store windows, community bulletin boards, etc.)

4. BANNERS (3’X7’): To be hung outside of churches and/or businesses in prominent locations. They can also be installed with 5’ “T” posts in the ground.

5. JUMBO BANNERS: To be placed outside of churches, businesses, and on empty lots in prominent locations throughout the city. Jumbo banner sizes consist of 5’x14’ and 10’x19.’ Some cities have regulations about banner displays even if they are on private property. Owners generally know city ordinances and would let me know, some (where required) even paid for the needed city permits – it never hurts to ask.

- Finding Locations: Jumbo banner locations can be difficult to find. Securing these locations from the beginning is helpful and yet difficult. During different luncheons and gatherings put on prior to the Festival, have an announcement made that you are looking for strategic locations to hang jumbo banners. From these announcements you should receive several key locations of businesses and/or property owners in prominent locations throughout the city. These contacts also become a web to other contacts and thus locations. You might also consider looking in the

Christian Businesses Directory which can be found in most cities. In addition, work with the Church Relations team to locate churches with prime locations throughout the city. Church locations should be secondary to secular locations; however, both are needed.

- **Recommendations: Banner Locations:** When confirming these locations try to get all of the information and permission to hang the banners without needing to meet someone on-site to install them when the banners come in. With the number of jumbo banners needed to install, scheduling different times and mapping routes becomes inefficient and frustrating. Having the freedom to install banners at your earliest convenience will prove to be the most effective. Ask the location if they could be responsible for removal. Or schedule a group of volunteers to help remove banners after the Festival so you are not responsible for them.
 - Two people are recommended to put up or build the 10x19.
 - Finding someone with a truck is essential for 10x19 ground installation.
 - Only one person is needed to install 5x14 on fences, however, usually two people if hung on a wall.

6. STREET TEAMS:

- Street Teams are usually made up of local youth groups and are used to help distribute Invites, put up extra 3x7 banners, posters and yard signs across the city. A Church Relations person is responsible for pulling together community youth leaders early in the Festival planning process, which will be a valuable resource for Grassroots help.

7. VOLUNTEERS:

- In theory, volunteers can be a great asset to Grassroots. Beyond church distribution routes, volunteers (“handymen” type) might be used for jumbo banner installation, repair, and removal.
- In reality, the use of volunteers may not work well when it comes to installation, but they may be helpful for banner repairs and removal. (It is recommended that groups be planned and organized prior to Festival clean up).
- Because of the nature of Grassroots, organization is often centralized with the Grassroots Associate. As a result, using volunteers who do not see the big picture may become frustrating.
 - **Note:** When asking volunteers to go put up a banner at a pre-determined location, you may come across a situation where numerous questions are asked. Be prepared to spend time to communicate exactly what you need accomplished and why. Open dialogue prior to and during installation is essential to volunteer success. Ensure location confirmation (with a “yes” or a “no”) prior to installment.
 - **Example:** I went to put up a banner at a location and they told me they would be there all day and to just stop by and they would show me where they wanted it. When I arrived, they weren’t there! The person that was helping didn’t think it was okay to install it, however, I knew that it probably wouldn’t be a problem because on the phone the guy was kind of like “whatever.”

PLAN FOR DISTRIBUTING GRASSROOTS PUBLICITY MATERIALS

It is helpful to work with the Volunteer Coordinator when it comes time to deliver the 500+ participating church packets (usually consisting of a predetermined number of Invites, Yard Signs, Posters, Stickers, and a 3x7 Banner). Using mapping software is an efficient and effective way to distribute materials when it comes time to deliver. The Volunteer Coordinator can also be helpful in arranging volunteers to assist in material delivery.

BANNER INSTALLATION TIPS

4 KEY QUESTIONS BEFORE YOU BEGIN:

1. Is the location worth a jumbo banner?
2. If the banner is to be hung from a building, what can you tie off on – Both on the roof and on the ground?
3. Is it a “high wind” location? If so, how much reinforcement will be needed to secure the banner?
4. If the banner is to be installed in the ground, where are the sprinkler lines? Are there electrical, utility, or water lines in the area (more important to know when building a free standing 10x19 in an open field or neighborhood or using 8’ “T” Posts)?

INSTALLATION RECOMMENDATIONS:

1. You will need to cut wind slices in all Jumbo banners – regardless of location (even if they will be hanging on a building). To do this, simply use a box cutter to cut smiley face shapes randomly across banner (approximately 6-8 for the 5x14 and 12-17 for the 10x19) – DO NOT slice over crucial information.
2. To hang jumbo banners from buildings I recommend using large cinder blocks up top, stakes at the bottom and minimally doubling “Polypropylene Tying Twine” as rope using a fishing knot, firefighter knot, etc. Rope is too expensive for amount needed and regular twine breaks from wear and tear.

3’ X 7’ BANNERS

1. To install on fence, use zip ties and cut off pre-attached ropes
2. To install in the ground, use 5-6’ “T” Posts (you will need to use the post hole digger/”pounder”) – zip ties work best to attach the banner to the “T” posts

5’ X 14’ BANNERS

1. To install on fence, secure with zip ties at corners
2. To install on building, refer to notes above. (Approximate material costs = \$5.00)

3. To install in the ground, you will need to purchase 8' "T" posts (If Home Depot doesn't carry them you can usually find them at a farming supply store), and use the post hole digger/"pounder".

Total Material Cost for ground installation per banner is approximately \$16.00

4. Ground Installation:

- Make sure "T" posts are straight when driving into ground
- Secure 6" zip ties around "T" post approximately where grommet should be at corner (secure top grommets first)
- Run 18-24" zip ties through banner grommet and through the opening of the 6" zip tie already secure on the "T" post to secure each corner
- DO NOT tighten completely until all four zip ties are in place
- Cut slices in banner once secured, tighten zip ties and cut off extra

10' X 19' BANNERS

1. To install on building (Approx. material cost =\$5.00):

- Cut wind slices in banner.
- If available, attach both corners and middle grommets to roof flashing (metal around the edge of roof) with small 6" mini bungees; or AC units, strong pipes, etc.

DO NOT use heat sources or roof access hatch

- Refer to notes under "Installation Recommendations"
 - Make sure cinders are snug against the "half" wall on the roof to help prevent them from dragging on roof with the wind
 - Would recommend using sandbags in high wind locations
- When securing bottom of banner, make sure to provide enough polypropylene tying twine (attach to grommets prior to dropping over wall) to extend diagonally down from the bottom two corner grommets to tie off below
 - If available, use secure building tie-offs for best stability (make sure it's okay with owner) otherwise sandbags or stakes are sufficient.

10X19 GROUND INSTALLATIONS – FOR ONE SINGLE-SIDED FRAME (APPROX. MATERIAL COSTS EACH = \$100.00)

MATERIALS NEEDED:

- 2 - 4"x4"x12' Cedar posts (untreated)
- 2 - 1.5" "T"-Connectors (no threads)
- 3 - 2"x4"x12' Cedar (untreated)
- 1 can - Blue PVC glue
- 10-15 - 2" Screws (Philips)
- 5 pkgs. - 24" Zip ties
- 1 Box - Carpenter nails (2"- 3")
- 30 - 6" or 8" Zip ties
- 8 - 1.5" Single-hole conduit clips
- 2 - "L"-Shape brackets
- 7 - 1.5"/10' length, sch40 PVC (white)
- 1 pkg. - #10 Washers
- 4 - 1.5" 90-degree PVC corners (no threads)

EQUIPMENT NEEDED:

- Hammer
- Sledge hammer
- Power saw / Hand saw
- PVC Pipe saw
- Drew motor/Screw gun/drill
- Post hole digger
- Bottled water
- Post hole shovel (long & skinny)
- Hardware cutters
- Box cutters
- Construction gloves
- Tape measure and pencil
- 7-8' Ladder (free standing)

TWO-MAN ASSEMBLY:

1. Assemble PVC
 - Lay out all pipes and fittings PRIOR to connecting
 - Make sure all corners and “T” fittings are lined up - there should be a total of (7) 10’ pipes
 - Use PVC glue to glue the center “T” fittings only - Gluing the corners is not recommend
2. Assemble Banner
 - Lay banner out and cut wind slices with box cutter before attaching to PVC
 - Use small 8” zip ties to attach the top and the bottom of banner to PVC and use the 24” zip ties to attach the sides
 - DO NOT tighten zip ties on the sides until AFTER attaching frame to 4x4’s - PVC will not fit on 4x4’s correctly if tightened at this point
 - Use two 24” zip ties at the corners, attached to both corner pipes, to help evenly distribute banner tension
3. Assemble Frame
 - Mark (1) 12’ 2x4 into (2) 3’ sections and (2) 2’ sections – saw each section
 - Attach 2’ sections onto 4x4’s using carpenter nails to create “stanches” that will be used to help support the PVC frame
 - Attach the 3’ sections to 2x4’s to create a makeshift 24’ 2x4 - (1) 3’ section in front AND (1) 3’ section in back creating a joint in the middle (make sure both 2x4’s are straight before connecting), this will be used as added support for the top/middle of the frame
 - Attach 24’ 2x4 to top of 4x4 posts using “L” shape brackets and 3” screws. Make sure 2” side is resting on top of 4x4 to provide added support
4. Attach PVC Frame to 4x4 Posts
 - Make sure 4x4 posts are straight and in line with each other
 - Lay PVC frame on top of 4x4’s - Make sure frame is to one side of the 4x4 to leave room to screw on the single-hole conduit clips
 - Attach conduit clips (4 clips per side, about 1 foot apart) using 2” screws and washers to secure PVC frame to posts
 - Use 24” zip tie to attach middle of PVC frame to 24’ 2x4 for added support and helps reduce bowing
 - Tighten loose zip ties and cut off excess
5. Dig Holes for 4x4 Posts
 - After frame has been attached, line up posts to desired location. With post hole digger and shovel, aim for the middle of the post to dig the first hole
 - Because of the size of the banner, holes need to be at a depth of 3’ - Depending on grade, to keep banner even you may have to dig to a depth of 3.5’ in one hole and 2.5’ in the other or adjust stanches
 - Make sure holes are dug straight down and not at a slant
6. Final Installation
 - With one person at each post, walk the post up and drop the posts in hole at SAME TIME

- Fill in the hole around the post while continually packing gravel/dirt every few inches – make sure 4x4 remains straight – if gravel is available, use first for stronger support

10X19 INSTALLATION VARIATIONS AND IMPORTANT INFORMATION

1. You can dig and install the 4x4 posts first to make it easier to put up but be extra careful about the distance of the posts, a few inches can be disastrous
2. To build a double-sided 10x19 in the ground buy double frame materials and an extra 2x4 for the extra stanches. Attach the extra stanches to the opposite side of the same posts and add frame in same manner as described above
3. If you are going to do a double-sided banner (of any size) MAKE SURE TO CUT THE WIND SLICES AT THE SAME TIME so they will be the most effective
4. When removing the posts you might want to take some extra sand in case you need more fill dirt





SPONSORSHIP MATERIALS

APPENDIX B

SAMPLE SPONSORSHIP CONTRACT:

OFFICIAL <LEVEL> SPONSORSHIP CONTRACT

Prepared for <NAME OF SPONSOR>

DATE

As a <LEVEL> Sponsor of the DAY IN THE PARK (DITP), <NAME OF SPONSOR> will receive the following:

I. OPPORTUNITY

1. <NAME OF SPONSOR> will be designated as an official sponsor of the DITP.
2. <NAME OF SPONSOR> has the right to use the DITP logo in mutually agreed upon promotion.

II. TELEVISION & RADIO PROMOTION BENEFITS

1. <NAME OF SPONSOR> will receive Sponsor tag mention on television promo spots (if applicable).
2. <NAME OF SPONSOR> will receive Sponsor tag mention on radio.

III. INTERNET BENEFITS

1. <NAME OF SPONSOR> will receive logo links on DITP sponsor page. <NAME OF SPONSOR> Logo link is currently displayed on DITP sponsor page)
2. <NAME OF SPONSOR> will receive logo on DITP home page. <NAME OF SPONSOR> logo is currently displayed on home page.
3. <NAME OF SPONSOR> will receive sponsor recognition on DITP email updates. (Sponsor recognitions have been on email updates since <DATE>)

IV. NEWSPAPER PROMOTION BENEFITS

<NAME OF SPONSOR> will receive sponsor ID/logo in DITP ads.

V. GRASSROOTS PROMOTION BENEFITS

1. <NAME OF SPONSOR> will have sponsor ID/logo on attendance guide (estimated #_____ pieces).
2. <NAME OF SPONSOR> will have sponsor ID/logo on DITP flyers (estimated #_____ pieces).
3. <NAME OF SPONSOR> will have sponsor ID/logo on invitation pieces (estimated #_____ pieces).

VI. ONSITE PROMOTION BENEFITS

1. <NAME OF SPONSOR> receives one sponsor booth. Location determined by DITP. Booth banners provided by <NAME OF SPONSOR> (No selling permitted. Literature may only be distributed inside booth space.)
2. <NAME OF SPONSOR> banners (no larger than 3' x 8') to be displayed at the event.
Banner provided by <NAME OF SPONSOR>; locations determined by DITP.

VIII. <NAME OF SPONSOR> PROVIDES :

1. Logo in electronic format.
2. Website exposure including links to DITP.
3. Sponsor banners.

IX. PAYMENT & TERMS

1. All corporate sponsors must provide camera-ready artwork of sponsor logo within ten (10) days of signing sponsorship agreement for our printing deadlines.
2. Corporate Sponsorship contributions (if to be taken as a charitable gift for tax purposes) can be partially tax deductible. Please consult your tax advisor for details on your sponsorship package.
3. Corporate Sponsor Contact Person Information: (person to be contacted with questions about logos, banners and booth information).

 Name

 Phone

 E-mail

 Signed:

 NAME OF SPONSOR DATE:

 DITP CONTACT DATE:

DITP SPONSOR OPPORTUNITY LEVELS

PRESENTING LEVEL SPONSORSHIP

Elite level of DITP sponsorship. See Sponsorship Package Benefits for details \$_____

PLATINUM LEVEL SPONSORSHIP

High level general DITP sponsorship. See Sponsorship Package Benefits for details \$_____

GOLD LEVEL SPONSORSHIP

Mid-level general DITP sponsorship. See Sponsorship Package Benefits for details \$_____

SILVER LEVEL SPONSORSHIP

Low level general DITP sponsorship. See Sponsorship Package Benefits for details \$_____

BRONZE LEVEL SPONSORSHIP

Entry level general DITP sponsorship. See Sponsorship Package Benefits for details \$_____



SPONSOR PACKAGE BENEFITS

BENEFITS	Presenting \$ -	Platinum \$ -	Gold \$ -	Silver \$ -	Bronze \$ -
TELEVISION					
Logo/ID presence in promo spots					
Radio promotion campaign					
Sponsor tag mention					
INTERNET					
Presenting sponsor recognition on applicable website page					
Sponsor logo/ID on email updates					
Logo link on Festival Sponsor page					
Progress report mentions					
NEWSPAPER					
Presenting sponsors recognition					
Sponsor logo/ID in Festival ads					
GRASSROOTS					
Sponsor logo/ID on training bulletin insert					
Sponsor logo/ID on attendance guide					
Sponsor logo/ID on posters					
Sponsor logo/ID on invitation tickets					
Presenting sponsor recognition on bulletin inserts					
Presenting sponsor recognition on poster					
Presenting sponsor recognition on attendance guide					
ON-SITE PROMOTION					
On-site Booth (Determined by layout)					
Sponsor logo/ID on festival banner					
Sponsor logo/ID on festival program					
Presenting sponsor recognition in festival program					
Company banner on site					
HOSPITALITY PASSES					
Hospitality chalet passes					



EVENT TIMELINES

APPENDIX C

PHYSICAL ARRANGEMENTS LIST

TIME TO EVENT	ACTION
13 – 20 Months	Find site Create physical arrangements budget
1 Year	Initial site survey – site feasibility check Apply for Special Event Permit (if necessary) Identify all hotel needs
9 Months	Meet with City and / or Venue officials Event logo Physical arrangements budget review Identify all venue elements
6 Months	Site Plan Draft 1 Confirm all musical talent
4 – 5 Months	Program Draft 1
120 days	Initial meeting with Committee Chairs (Children's, Sports, Livin' It, Sponsors, Health, VIP, PC, etc.) Initial list of subcontractors for bidding

100 days	Production Schedule Draft 1 Receive and review all band riders
90 days opportunities	Identify all on-site marketing, pass-through and signage Identify all hospitality needs Finalize site plan for publicity printing (major components)
60 days power)	Finalize Main Stage subcontractors (stage, lights, sound, Finalize bleacher and tent subcontractor Finalize concessionaire Finalize parking, shuttle and traffic plan On-site creative drafts Review physical arrangements budget Meet with Committee Chairs to review area details (Children's,
Sports, Livin'	It, Sponsors, Health, VIP, PC, etc.)
50 days	Receive engineering drawings, electrical plans, tent schematics, etc. from subcontractors for permit submittal
45 days Health	Apply for Permits – Building, Electrical, Tent, Sound, Film, Fire, Meet with city and / or venue officials to review event plans Submit Physical Arrangements Staff Hotel Needs Finalize stage design Review physical arrangements budget
30 days	Finalize all subcontractors Receive insurance from all subcontractors Submit all insurance paperwork to city and / or venue Conference call with television and audio crew Finalize all banner creation
20 days	Begin all banner production
15 days	Finish paying all subcontractor deposits Finalize program Finalize site layout Finalize production schedule Receive all permit approvals Review physical arrangements budget
5 days	Event set-up begins (5 days)
2 days	Inspection of site by permit officials

1 day	VIP event on-site Event set-up complete
0 days	Event
1 day after event	Event tear-down (3 days)
4 days after event	All event items removed from site Walk through venue with city and / or venue officials
30 days after event	Meeting to recap event Review physical arrangements budget
60 days after event	Physical arrangements budget review

DITP EVENT TIMELINE

TIME TO EVENT	ACTION
9 - 12 Months Out	<input type="checkbox"/> Build your team, form a committee and establish roles <input type="checkbox"/> Select park site <input type="checkbox"/> Create physical arrangements budget <input type="checkbox"/> Fill out forms and pay fee to secure date for park site <input type="checkbox"/> Create a work plan, due dates, and schedule committee meeting
times	
partnering	<input type="checkbox"/> Identify churches, businesses and non-profits to approach about <input type="checkbox"/> Plan and book artists and athletes to perform at event <input type="checkbox"/> Open bank account for event donations and transactions
5 - 8 Months Out	<input type="checkbox"/> Continue monthly Committee meetings <input type="checkbox"/> Physical arrangements budget review <input type="checkbox"/> Create draft of site plan (stage, kids area, action sports, bathrooms, concessions) <input type="checkbox"/> Determine promotions plan (print, digital, etc.) <input type="checkbox"/> Approach church, business and non-profit partners to share in
the vision	<input type="checkbox"/> Pursue media sponsorships (radio spots, print, etc.) <input type="checkbox"/> Determine volunteer needs and roles <input type="checkbox"/> Secure sound system, stage, porta-potties and inflatables <input type="checkbox"/> Finalize outstanding contracts with artists and athletes <input type="checkbox"/> Secure Stage Manager and Emcee <input type="checkbox"/> File for food handlers permit, concessions permit <input type="checkbox"/> Determine power and water needs <input type="checkbox"/> Create event website

3-4 Months Out	<ul style="list-style-type: none"> <input type="checkbox"/> Physical arrangements budget review <input type="checkbox"/> Make travel and lodging arrangements for artists and athletes <input type="checkbox"/> Create plan for concessions, make arrangements for rental items <input type="checkbox"/> Procure food donations and needed materials <input type="checkbox"/> Design flyers, posters and make preparations for printing <input type="checkbox"/> Start mapping out the overall schedule, list of events <input type="checkbox"/> Determine plan for setup and tear down <input type="checkbox"/> Sub-committees begin meeting monthly <input type="checkbox"/> Volunteer recruitment begins <input type="checkbox"/> Identify all on-site marketing, signage opportunities <input type="checkbox"/> Identify all hospitality needs <input type="checkbox"/> Submit site plan to Parks and Rec department (or as directed) <input type="checkbox"/> Apply for liability insurance certificate <input type="checkbox"/> Apply for permits - building, electrical, tent, sound, fire, film,
health	<ul style="list-style-type: none"> <input type="checkbox"/> Create plan for security
6-8 Weeks Out flyers	<ul style="list-style-type: none"> <input type="checkbox"/> Start promoting event in neighborhood through posters and <input type="checkbox"/> Finalize concessionaire plan <input type="checkbox"/> Finalize parking, shuttle and traffic plan <input type="checkbox"/> Volunteer training meeting <input type="checkbox"/> Finalize stage design <input type="checkbox"/> Committees to establish check lists for area
4-6 Weeks Out should happen) flyers (children's,	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare script for emcee (determine where sponsor recognition <input type="checkbox"/> Continue promoting event in neighborhood through posters and <input type="checkbox"/> Start weekly progress reports from each leadership area
concessions, security)	
3-4 Weeks Out flyers	<ul style="list-style-type: none"> <input type="checkbox"/> Continue promoting event in neighborhood through posters and <input type="checkbox"/> Finalize hotel room assignments <input type="checkbox"/> Final review of physical arrangements budget <input type="checkbox"/> Get travel itineraries from artists and athletes <input type="checkbox"/> Church marketing promotions launch
2-3 Weeks Out	<ul style="list-style-type: none"> <input type="checkbox"/> Put together an event supply box <input type="checkbox"/> Continue promoting event in neighborhood through posters and flyers <input type="checkbox"/> Finalize program <input type="checkbox"/> Receive all permit approvals <input type="checkbox"/> Finalize site layout <input type="checkbox"/> Final review of physical arrangements budget <input type="checkbox"/> Media campaign launches

1 Week Out

entertainment

- ☐ Make last minute adjustments to setup plan, communicate changes to your team
- ☐ Confirm plans with contractors, rental companies,
- ☐ Confirm volunteer duties and responsibilities, when to arrive
- ☐ Purchase food and beverage supplies
- ☐ Inspection of site by permit officials
- ☐ Radio media campaign

Day of Event

- ☐ Execute setup and production plan
- ☐ Tear down

2-4 Weeks after Event

- ☐ Meeting to recap event and budget review



EVENT PROGRAM

APPENDIX D



DITP EVENT PROGRAM

START	END	MIN	DESCRIPTION	WHO
7:00 AM	9:30 AM	150	Load In and Set Up	Crew
9:30 AM	10:00 AM	30	Prayer Kick off	Team
10:00 AM	10:20 AM	20	Tray Michaels Band	All
10:20 AM	10:25 AM	5	Greeting/Announcements/Sponsor plug/ World Concern	MC Alpha
10:25 AM	10:35 AM	10	DJ Reckless Spin & O-Thai	DJ Reckless
10:35 AM	11:05 AM	30	The Neverclaim	Alpha Hayward
11:05 AM	11:08 AM	3	Sponsor plug	MC Alpha
11:08 AM	11:11 AM	3	World Concern	?
11:11 AM	12:06 PM	55	Action Sports Demo	Vic Murphy
12:06 PM	12:08 PM	2	Intro Los Mensajeros	Jorge Fonseca
12:08 PM	12:38 PM	30	Los Mensajeros	
12:38 PM	1:03 PM	25	Jenna Silva	
1:03 PM	1:23 PM	20	Scott Free	
1:23 PM	1:30 PM	7	Dance Team	
1:30 PM	1:35 PM	5	Sponsor plug	MC Alpha
1:35 PM	1:38 PM	3	World Concern	Rep from WC
1:38 PM	2:08 PM	30	Alonzo Chadwick & Choir	MC Alpha
2:08 PM	2:13 PM	5	DJ Reckless Spin and O-Thai	DJ Reckless
2:13 PM	2:43 PM	30	1st Infantry	
2:43 PM	3:38 PM	55	Action Sports Demo	
3:38 PM	4:08 PM	30	Tray Michaels Band	
4:08 PM	4:15 PM	7	Dance Team	MC from 104.1
4:15 PM	4:35 PM	20	Danielle Nyoka	MC from 104.1
4:35 PM	4:40 PM	5	MC Sponsor Plug	MC from 104.1
4:40 PM	4:42 PM	2	World Concern	Rep from WC
4:42 PM	5:12 PM	30	Benjiman & AProof	MC from 104.1
5:12 PM	5:22 PM	10	MC (Artist Interview?? G1C?)	MC from 104.1
5:22 PM	5:57 PM	35	Mr. Talkbox	MC from 104.1
5:57 PM	6:17 PM	20	Alpha Hayward - Message	MC from 104.1
6:17 PM	6:32 PM	15	Counseling Follow-up	
6:32 PM	6:34 PM	2	World Concern	Rep from WC
6:34 PM	7:44 PM	7	Group 1 Crew	
7:44 PM	7:49 PM	5	Alpha Hayward	Alpha
7:49 PM	7:59 PM	10	Divers City Finale??	
7:59 PM	8:03 PM	4	Closing / Sponsor Thank You	Alpha Hayward
8:03 PM	8:13 PM	10	Tray Michaels - Prayer / Worship	
8:13 PM	11:13 PM	180	Teardown Load out	
11:13 PM	11:14 PM	1	Goodnight	

SETUP / SUPPLY LISTS

APPENDIX E

SET-UP CREW GUIDELINES

DAY 1:

1. Arrive at Lents Park at 4:00 pm after church.
2. Set up large stage seating tents in front of stage.
3. Set up outside perimeter tents (all tent site locations are clearly marked by stakes with booth name.)
4. Set up Cake Walk tents in line with the stage seating tents.
5. Please be sure to leave at least 6 feet of space between each outside perimeter booth.
6. Zip tie the booth name signs to the front of each tent (Refer to your Layout Diagram)
7. Place appropriate number of tables and chairs inside each booth. (Check your lay-out sheet for details.)
8. Set up fencing perimeter around the day care tent
9. Set up stage for children's theater

DAY 2:

1. Set up generators
 2. Popcorn machines
 3. Cotton candy machines
 4. Snow cone machines
 5. Stereo for cake walk
 6. Dunk tank
- (HELP EACH BOOTH WITH ANY SET UP NEEDS THAT ARISE)

SUPPLY LIST

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Tents | <input type="checkbox"/> Tables |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Zip Ties | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Flatbed trailer | |
| <input type="checkbox"/> Fencing Weights and/or sand bags | |

CLEAN-UP GUIDELINES

1. Place all garbage and recycling receptacles throughout the event space.
2. Walk the interior and outer perimeter of event space every 2 hours and pick up any garbage or recycling and place in appropriate containers.
3. Inspect all hand washing stations (public and in the booths) for cleanliness. Attend to if necessary.
4. Remove full bags and replace with fresh bags, stack all bags in the back of the truck.
5. At the end of the event please do a final walk through and repeat step 1 and load it all into the truck.

SUPPLY LIST

- ☐ Wardrobe boxes
- ☐ Recycling bins
- ☐ Garbage bags

REMOVAL CREW GUIDELINES

1. Please be ready to start breaking down area right at 5:00 pm
2. Remove all signage and stack safely to the side (as we will re-use in following years)
3. Break down tables and chairs, set on outside of tent.
4. Break down tents, place in original bags and leave at site.
5. Drive to pick up all tables, chairs and tents and miscellaneous items.
6. Everyone is to retrieve their items from that one location.
7. Check names of people retrieving items against Inventory list.
8. Deflate all inflatables
9. Remove fencing and stack on truck

SUPPLY LIST

- ☐ Trucks for hauling materials
- ☐ Inventory sheet

SECURITY / INFORMATION / FIRST AID / LOST & FOUND

1. Set up table for Bibles and other books and Revolution Church's event calendar
2. Place skirting around table
3. Place English Bibles on one end and Spanish Bibles on the other and papers in the middle
4. Any lost articles turned in at booth are to be stored under table
5. Person looking for lost articles must be able to identify the item in detail
6. You will also be in charge of handing out Band-Aids and administering simple First-Aid to anyone who needs it
(IF IT IS AN EMERGENCY SITUATION CALL 911)

SUPPLY LIST

- ☐ First Aid kit
- ☐ Church Event calendar
- ☐ English Bibles
- ☐ Spanish Bibles
- ☐ Stickers from fire and police to hand out to kids

ADVERTISING GUIDELINES

1. Contact local radio stations for a spot on air to announce the event.
2. Contact local T.V. stations to announce the event or to get actual live coverage of the event.
3. Contact local newspapers for print ad to announce the event.
4. Get approval for the design of event flyer.
5. Get flyers printed.
6. Set up date, time and volunteers to distribute flyers in the Lents neighborhood.
7. Print up church calendar of events to be passed out at event/ must have address and service times included, get approval.
8. Make list of all contact information / Name - phone# - Fax# - E-mail and physical address if needed.
9. Follow up with all media contacts two to three weeks prior to event and again a couple of days before event.
10. Insure that all things are in place on the day of the event.

SITE MAP

APPENDIX F

