



Party Trailer Manual

**Eastern Louisiana Baptist Association
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Table of Contents

What Is It? 2
What Steps Do I Take to Use the Evangelistic Party Trailer?..... 3-4

Items Needed..... 9-10
Party Layout..... 13
Recommended Leaders to Enlist 6-7
Sample Event Registration Form 12
Sample Inventory List..... 10-11
Sample Promotion Poster/Flyer 14
What Are Some Keys to a Successful Evangelistic Party? 5
Witnessing Training Helps 7-8

Application for Scheduling Form 15
Highlights Form 17
Inventory and Return Check List..... 18-19
Party Trailer Certification Form 20-21
Party Trailer and Equipment Use Agreement..... 16

What is it?

The Evangelistic Party Trailer is a ministry tool provided by the Eastern Louisiana Baptist Association (hereafter referred to as ELBA).

Evangelistic block parties and events provide great opportunities for churches to:

- Engage in a variety of platforms to share the gospel
- minister to their communities
- improve their image in the community
- have fun with the unchurched

The Evangelistic Party Trailer contains: (full inventory listed on pages 18 & 19)

Portable outdoor sound system

Five-Foot B-B-Q Grill (You must supply charcoal and lighter fluid.)

Large Inflatable Jumper with Slide, blower, banner, and blue tarp

Large Inflatable Jumper without Slide, blower, banner, and blue tarp

Pop Corn Popper

Snow Cone Machine

Cotton Candy Machine

3 E-Z up tents

Power cords

Carnival games (Frisbee toss, Lollipop pull, Beanbag toss, Ring toss, Washers Game, etc.)

1 generator

2 (two) Dollies

One 150 qt. ice chest and 2 round water coolers.

IMPORTANT Notes regarding the trailer:

- ELBA churches and missions may use this trailer for the purpose of evangelism and community outreach.
- Individuals are not eligible for use of the trailer.
- The trailer may be used for an event relating to a mission trip within a limited distance in Louisiana.
- Trailer may not be reserved more than 6 months prior to the planned evangelistic event.
- Churches not affiliated with ELBA may use the trailer, but may not reserve the trailer more than 60 days in advance of the planned event.
- Churches will be limited to two reservations for peak season usage (Easter-Halloween). Each church will be able to reserve it for only one of the “big days” (Good Friday, Easter, Memorial Day, July 4th, Labor Day, Halloween, etc.). Churches wishing to use the trailer more than two times may not reserve the trailer more than 40 days in advance. This will give priority to those churches that have not yet used the trailer.

WHAT STEPS DO I TAKE TO USE THE EVANGELISTIC PARTY TRAILER?

Step 1 Call the ELBA Office (225) 664-9309 to check on the trailer availability. The trailer is located at the ELBA Office at 32470 Walker Rd. N, Walker, LA 70785.

Step 2 Complete the “Application for Scheduling” form and return it to the ELBA office with a \$100 Reservation Deposit check.

- a. The \$100 Deposit is due with the application 60 days prior to the event or immediately if less than 60 days until the event date.
- b. If cancelled less than 60 days prior to the event, the deposit will be forfeited.
- c. If cancelled more than 60 days prior to the event, the deposit may be refunded or transferred to another reservation date.
- d. The trailer may not be reserved more than 6 months prior to the event.

Step 3 Complete the “Party Trailer and Equipment Use Agreement” form and return it to the ELBA office with a \$100 Cost Recovery Fee check.

- a. The \$100 Cost Recovery Fee is due with the application 60 days prior to the event or immediately if less than 60 days until the event date.

Step 4 Provide a copy of the “Proof of Insurance” on the vehicle that will be towing the trailer.

Step 5 Submit the above items identified in steps 2-4 to the ELBA office.

- a. The forms can be dropped off at the office or mailed to:
Eastern Louisiana Baptist Association
Attn: Evangelistic Party Trailer
P.O. Box 305
Walker, LA 70785
- b. Submit two checks to the ELBA Office. The first check is a \$100.00 deposit. The deposit will be returned to you once the trailer and its contents have been returned in good condition, the Evangelistic Party Trailer Highlights Form, and the Evangelistic Party Trailer Inventory List are filled out & returned to the ELBA office. If these forms are not returned within 30 days, the deposit will be forfeited. The second check for \$100.00 is the cost recovery fee for the use of the trailer. Checks should be made out to the Eastern Louisiana Baptist Association. (Fee guidelines are discussed in the use agreement.)
- c. The above cost is for one day of trailer use. Use of the trailer is limited to two consecutive days. The second day of use will cost the said church an additional \$50.00.

Step 6 In order for a church to use the party trailer, at least one individual from said church is required to complete Evangelistic Party Trailer Training as conducted or authorized by ELBA.

- a. If desired, a church may contact a Certified Party Trailer User from another church to serve as their Certified User. Names of Certified Users may be secured from the ELBA office.
- b. A church may have someone certified by working with a church that is using the trailer. The trainee must be with the Certified User for the entire period of time the trailer is in use (from trailer pick-up until return). The trainee will be given a Party Trailer Certification form to give to the Certified User to complete and sign. The report form must then be submitted to the ELBA office prior to the church use of the trailer. The trainee will be issued a certificate through the office.
- c. Certification may also be obtained by participating in associational Party Trailer Certification events.

Step 7 Plan your evangelistic party using the recommended Special Evangelistic Event Formula:

- A** Attract Attention
- B** Build a Bridge
- C** Communicate Christ
- D** Determine a Decision
- E** Evaluate the Event
- F** Faithfully Follow-Up
- G** Glorify God

Step 8 Call the ELBA office the Monday before the event to confirm the pickup schedule and receive the combination to unlock the trailer. At the appropriate time (between 10:00 a.m. and 2:00 p.m.) pick up the trailer at the ELBA Office.

To Transport the Trailer:

Make sure the transport vehicle meets the following tow requirements:

- Full size truck, minimum of 8 cylinders, receiver-type hitch and electric trailer brake
- Trailer has hitch with ball placed inside trailer
- Light connection is a standard 5 prong connection (for trailer brake)

Step 9 Conduct your evangelistic party. Please send to the ELBA office any photos, video clips, or statistical information (use attached Evangelistic Party Trailer Highlights Form) about your evangelistic party. The information gathered will be used to help other churches in our association have a successful party.

Step 10 Properly clean and repack trailer contents in appropriate locations in trailer. Utilize the “Inventory List” to be sure all contents are included. Check each box in the “Users Return Check List” column and return the completed check list with the trailer. Failure to clean and store trailer contents appropriately will result in forfeiture of the \$100 deposit.

Step 11 Return the trailer to the agreed upon location in the same condition that it was found or better.

Step 12 Return the “Evangelistic Party Trailer Highlights Form” and the “Evangelistic Party Trailer Inventory List” within 30 days to ensure prompt return of your \$100 deposit.

Step 13 The deposit will be returned if the trailer and its contents are returned in good condition on the scheduled date **AND** when the ELBA office receives the completed Evangelistic Party Trailer Highlights Form. Deposit will be forfeited if forms are not returned within 30 days.

What are some keys to a successful Evangelistic Party?

Key 1: A great evangelistic party is intentionally evangelistic. Evangelism is your number one goal. One way to approach evangelism is to have a team trained to give out marked New Testaments. The trained team member will say: *We are giving all of our guests today a free gift. Have you received yours?* (Show them the New Testament.) Then say: *May I take a moment to show you how to use this gift?* (Then go through the plan of salvation in the marked New Testament.) A second approach is to use Gospel tracts. You can begin the conversation the same way as with the marked New Testament. (A detailed evangelism strategy for the Evangelistic Party is provided later in this manual.)

Key 2: A great evangelistic party is organized. Have one entrance to the party. Register everyone to develop a prospect list for follow-up after the party. A good set-up is to have food near the entrance, games in the middle and the stage in the rear. Don't make the areas too crowded. Participants should be able to move from one area to another with ease.

Key 3: A great evangelistic party is personal. At most parties, you will not give a "come forward" invitation. However, at periodic times during the evangelistic party, a speaker should thank guests for coming and present a short testimony. That is a time to announce again, *"We want everyone to receive a free gift today. Make sure you get yours before you leave."* The speaker can identify those church members trained to give out the Bibles or tracts so the guests will know who to see to receive their gift.
Hint: Have the evangelism team wear the same colored hat or shirt so guests can easily identify them.

Key 5: A great evangelistic party is relational. Those given the task of greeting and welcoming should be intentional in developing relationships with party guests. Look for items of interest to begin conversation – kids, a sports team logo on hat or shirt, find common interests, etc.

Key 4: A great evangelistic party is interesting. Play appropriate music. Have people sing. Utilize drama or clown ministries. The sky is the limit in utilizing the talents of your church members. If your church has a motorcycle ministry, have the motorcycles on display. Use whatever resources you have that would promote interest in the area you are ministering.

Key 5: A great evangelistic party is contextual. Tailor-make the party for the people you are trying to reach. If the neighborhood you are targeting is Hispanic, with numerous children, the party needs to be different than if you are targeting an Anglo, senior adult community. Think about the needs and the interests of the target audience.

Key 6: A great evangelistic party is bathed in prayer. Weeks before the event, you can prayer walk the neighborhood you want to target. Enlist church members to pray specifically for the spiritual condition of the target neighborhood. Prayer should be for people to be open to the Gospel, for salvation to occur, for the discovery of new ministries, for people to come to your church and for new converts to follow Jesus in believer's baptism. Prayer is one of the most important aspects, if not the most important aspect, of the preparation process.

RECOMMENDED LEADERS TO ENLIST:

Coordinator

The coordinator is often a staff member or the pastor. Sometimes a lay-leader is enlisted as the coordinator. This person recruits the other leaders listed below and equips the other leaders to perform the various tasks. Organization, administration and delegation are the key traits of the coordinator. He or she will be responsible for the overall plan and implementation of the Evangelistic Party.

Food Team Leader

Choose one person as food coordinator. This person should work with the coordinator to see that all the details of the food for the evangelistic party are carried out efficiently. He or she will be in charge of gathering food, cooking, and serving. Set up food tables and set out trash cans in the shade, if possible. Put up tarps or tents if there is very little shade. The cooking facilities, utensils, serving tables, and cleanup will be this coordinator's responsibility.

Program Team Leader

A person will be chosen as the program leader. This person will work closely with the coordinator to invite music groups, puppet groups, clowns, speakers, or other people to lead the program at the party. Be creative and think big as you plan the program. The program should be appropriate for the people you want to reach.

Promotion Team Leader

Select a promotion leader. This person will be in charge of getting the word out about the evangelistic party. Print attractive publicity fliers. If people of different ethnicities are present in the neighborhood you have targeted for the EP, print fliers in their languages. Enlist a task force to distribute fliers door-to-door no sooner than three days before the party. Cover the area you want to reach. Door-to-door fliers, signs in front of the church, and posters in neighborhood stores work well.

Witnessing Team Leader

A witnessing team leader is the fourth leader that the church should appoint. Select a person who is motivated, capable, and experienced in soul-winning. The pastor may choose to head the witnessing team. The witnessing team leader will enlist witnesses, train them, and help secure witness materials. If there is no one in your church to handle this job, secure an experienced person from outside your church to fill this important position.

Prayer Team Leader

The Prayer Team Leader will enlist and coordinate volunteers to pray for the Evangelistic Party. Working with the Pastor, time could be set aside during a worship service to pray. Announcements can be placed in the worship service bulletin directing people to pray for the community where the Evangelistic Party will be held, to pray for workers of the various teams enlisted, to pray for people to be saved and baptized, to pray for people in the community to be open to follow-up from the church. Another opportunity for the Prayer Team is to schedule a Prayer Walk in the neighborhood of the Evangelistic Party. Homebound church members can pray for the event, workers and salvations during the actual time of the Evangelistic Party. There are numerous opportunities to enlist numerous church members to be a part of this team.

Activities Team Leader

The activities leader will secure enough helpers to operate every game or activity that will be used. Besides the games in the Evangelistic Party Trailer, this person can think of other games/activities such as a golf game using a practice putting green, face-painting, or a cake walk. Avoid games that could result in injury or embarrassment to the participants. This person will coordinate setting up and taking down all games and activities.

Greeters/Registration Team Leader

Every person staffing the evangelistic party should be a greeter. Greeters can give directions and information. They can give a balloon to each child attending; balloons are inexpensive and a delight to children. Do not give balloons to children under 5 years of age. There could also be a drawing for children's toys. Have all workers wear name tags identifying them as greeters. At least four people (more depending on the number of people expected at the event) should be assigned to work the registration table. Pens, pencils and registration cards are needed for the registration team to gather information on participants for the church to follow-up after the event.

Additional Personnel

Enlist additional personnel for special needs. Enlist a **sound technician** to set up and operate the sound system. Enlist an **emcee** to introduce entertainment, gift recipients, and make any necessary announcements.

Summary

The basic evangelistic party should include the following personnel: the coordinator, food team leader, program team leader, promotion team leader, witnessing team leader, greeter/registration team leader and activities team leader. A team of at least four should set up, take care of the garbage, clean up after the party, and provide security during the party. Recruit an emcee and a sound technician. Most important, secure a team of 20 trained witnesses to share one-on-one. Everyone should serve as greeters.

Optimally, enlist a team of about 46 people to staff a basic evangelistic party expecting 500 attendees. Some churches are able to do effective parties with fewer personnel. However, the above personnel plan is ideal.



WITNESS TRAINING SESSION

The witness training session is the most important of the training sessions. Plan the witness training session four weeks before the party. Schedule additional witness training times, if necessary, to ensure that enough witnesses will be equipped to share Christ at your party. Few, if any, people will receive Christ if no witness training is held. Teach trainees to share Christ boldly in a friendly, caring, compassionate, yet brief manner. Several training options are included.

USING WITNESSING TRACTS

Witnessing tracts are an effective way to communicate the gospel at an EP. (Many, however, are much too long and detailed for a brief witness.) Use them in the following manner:

Hello, Mr. and Mrs. Williams, I'm Monty McWhorter. I'm working with this church today on this party. We are doing this because we want you to know that we care about you, but better than this, Jesus cares about you. We'd like to give you a booklet. It is free and tells how you can know Jesus Christ personally. Here it is; would you like it? Great! May I show you how to use it? It will only take a few minutes.

Witnessing Tracts are less expensive and easier to use than New Testaments. A witnessing tract, however, usually has little or no follow-up and the new Christian does not leave with a New Testament.

USING MARKED NEW TESTAMENTS

The marked New Testament method of witnessing is effective at a party. Eight powerful Scripture verses have been selected and organized in an efficient way to witness. The presentation ends with an invitation to pray and accept Christ as Savior and Lord. You can mark your own Bible or order already marked New Testaments to give away. Use it in this manner:

Hello, Mr. Torres, I'm Bill Sims. I'm working with this church today. We want you to know that we care about you, but even better, Jesus cares about you. We'd like to give you a free New Testament. Here it is; would you like it? Great! May I show you how to use it? It will only take a few minutes.

*In the Introduction, it says to turn to page 144. We turn there, and we read the bold print at the top of the page- it says **REALIZE YOU ARE A SINNER**. Now look at the underlined verse. It says, "For all have sinned and fall short of the glory of God. Romans 3:23"*

*At the bottom of the page, we are told to turn to page 146. We turn to that page, and the bold print says, **YOUR PENALTY FOR SIN IS DEATH**. The underlined verse by the arrow says, "For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord. Romans 6:23"*

*I admit both these pages told us something bad. But the bottom of this page tells us to turn to page 217- now comes the good news. The top of this page says **CHRIST PAID YOU PENALTY**. The underlined verse says, "For Christ died for sins once for all, the righteous for the unrighteous, to bring you to God. He was put to death in the body but made alive by the Spirit, 1 Peter 3:18."*

The bottom of the page tells you to turn to page 113, where we read the first of three things God wants you to do to inherit eternal life.

*First, **YOU MUST REPENT**. The underlined verse says, "Repent, then, and turn to God, so that your sins may be wiped out, that times of refreshing may come from the Lord. Acts 3:19"*

*The note on the bottom says to turn to page 180 for the second thing God wants you to do to inherit eternal life. The top of this page says **YOU MUST ACCEPT CHRIST BY FAITH**. The underlined verse says, "For it is by grace you have been saved, through faith- and this not from yourselves, it is the gift of God. Ephesians 2:8"*

*The bottom note says to turn to page 149. This notes the last of the three things God wants you to do to inherit eternal life. The bold statement says, **YOU MUST CONFESS HIM AS LORD**. The underlined verses say, "That if you will confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised him from the dead, you will be saved." "For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved. Romans 10:10" Oh, this next and last verse is so beautiful! It simply says, "For 'Everyone who calls on the name of the Lord will be saved. Romans 10:13'" That means you and me, Mr. Torres.*

Would you call on the name of the Lord and be saved? On page 245 of the New Testament is this prayer:

At this point, lead the person to pray and receive Christ. After he or she prays, begin immediate follow-up.

Does this method work? Yes! It has been used hundreds of times in California, Arizona, Texas, Louisiana and many other states. It has been used in the inner city, in the country, in suburban homes, and in streets, parks, beaches, and at special events. The marked New Testament is inexpensive and people can be easily trained to use it. Adults, youth, and even older children have been taught to witness successfully using this method. More people accept the free Bible than accept a witnessing tract. The block party guest has a New Testament to read, study, and use for years to come.

***NOTE: The above references to page numbers are for examples only.**

ITEMS NEEDED

Here is a checklist of items you may need to prepare or purchase before the party.

EVANGELISM

- Adequate gospel booklets, Bibles, New Testaments, or Gospels of John
- Decision/Follow-up cards
- Assigned evangelists/greeters
- Testimonies, presentations
- Beads and leather string to make witnessing bracelets

REGISTRATION

- Registration cards
- Pens/pencils
- Hand stamps/ink, or tickets, name tags, other registration verification
- Registration for Sunday School, VBS, or other event

SNO-CONE MACHINE

- Ice (you may want to freeze an adequate amount that will fit in the grinder).
- Syrup (can be purchased online at www.samsclub.com or at a local Sam's Club)
- Paper Cups (can be purchased online at www.samsclub.com or at a local Sam's Club)
 - o Best to use [Sno-Kone Cups - 1000 pk.](#), item #463214
- Cleaning supplies

POPCORN MACHINE

- Popcorn/oil/flavoring (6 oz kettle-combo packs are easiest to use-can be purchased online at www.samsclub.com - [Mega-Pop Popcorn Kit - 6 oz. - 36 ct.](#) #463053 or at a local Sam's Club)
- Popcorn bags
- Cleaning supplies

COTTON CANDY MACHINE

- Cotton Candy Sugar
- Cotton Candy paper cones
- May be purchased at Fun-Time Foods, 14827 Old Hammond Hwy., Baton Rouge, (225) 272-8134

GRILL

- Charcoal and fluid
- Matches or lighter
- Food to be grilled and condiments
- Plastic ware
- Plates/napkins
- Cleaning supplies
- Plastic food handling gloves
- Tablecloths to cover tables

DRINK COOLERS

- Paper cups
- Lemonade, Tea, hot chocolate, or other drink mix
- Cleaning supplies

GENERATOR

- Gasoline / Gas can
- 30 weight small engine oil

GENERAL

- Helium Tank with balloon nozzle
- Balloons
- Additional games or rentals
- Face painting supplies
- Additional tents
- Garbage Cans and trash bags
- Additional tables and chairs
- Flat-bed trailer or other stage area (small stage provided)
- Promotional tickets, yard signs, mail outs (Samples provided)
- Door prizes for men, women, boys, and girls

SAMPLE INVENTORY

Here is a *Sample inventory* for an Evangelistic Party involving an expected 500 people.

NONFOOD ITEMS

200 witnessing booklets
200 marked New Testaments
White paper tablecloths to cover every table
One box of plastic food handling gloves
500 paper plates
500 napkins
500 plastic cups (hot and cold type)
500 forks, spoons, and knives
Large plastic garbage bags
Two rolls of paper towels
Two 25-gallon cooking pots
Four steam table serving pans
Serving spoons and forks
Three large folding tables
One pot each for serving punch and tea
Name tags for all workers
Registration forms
Directions signs to registration, rest rooms, or parking
Folding chairs, if possible
Church promotional brochures
Gifts to be given at designated times during the event

MENU ITEMS

The meal is of utmost importance at an Evangelistic Party. Barbecue chicken, rice, and beans have almost universal appeal. Hot dogs should be available for children. A description of a delicious and cost effective meal for an Evangelistic Party involving 500 people is included below. Comprehensive recipes are not provided, but some general hints will help you as you prepare:

Barbecue Chicken

200 pounds of chicken (frozen or fresh)

Three-four gallons barbecue sauce

One pound of Cajun spice to season chicken

Three sets of grill utensils

Three barbecue brushes

Two steam table serving pans

Wash the chicken thoroughly in cold salt water before cooking. Consider using a meat thermometer to ensure the chicken is cooked thoroughly before serving.

Beans

40 pounds pinto beans

Wash and soak beans all night before cooking. Put a seasoning meat such as a ham hock into the beans. Add two no. 2 cans of stewed tomatoes and six small cans of tomato paste to the beans. Season beans with chili powder, garlic powder, salt, and pepper.

Rice

30 pounds rice (long grain-cooking time is 10-15 min. if placed into boiling water).

After washing the rice, cook with butter and salt.

Drinks

25-30 pounds of crushed ice

Five gallons of punch syrup

Two pounds of powdered tea

Five pounds of sugar for tea

Hot Dogs

If you choose to have hot dogs for the children, you will need the following:

20 packages of hot dogs, or about 10 pounds

20 packages of hot dog buns

One large bottle of mustard

One large bottle of ketchup

One large jar of relish

Cover tables with a paper or cloth tablecloth for the serving line. Servers should wear plastic serving gloves while serving food.

SAMPLE EVENT REGISTRATION FORM

Welcome to Our Block Party!

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email: _____

- Please send information about future events.
- Please send information about the Christian life.
- I would like a visit from a church member.

Your Church's Name
Your Church's Address
Your Church's Phone Number
Your Church's Website
Pastor's Name

Welcome to Our Block Party!

Name: _____ Phone: _____

Address: _____

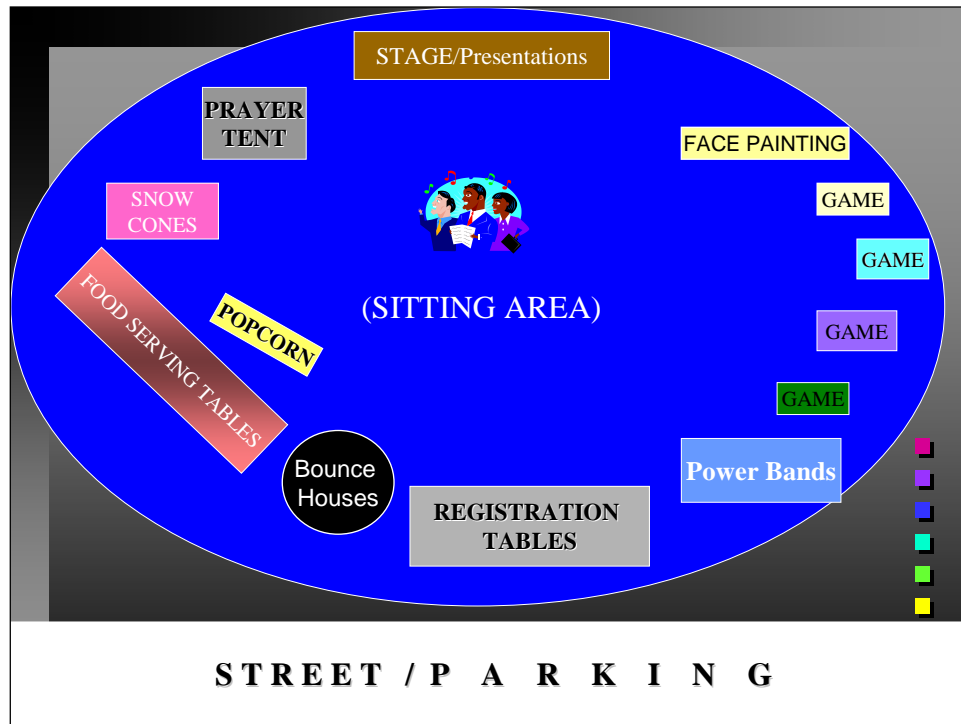
City: _____ State: _____ ZIP: _____

Email: _____

- Please send information about future events.
- Please send information about the Christian life.
- I would like a visit from a church member.

Your Church's Name
Your Church's Address
Your Church's Phone Number
Your Church's Website
Pastor's Name

PARTY LAYOUT



Try to enclose the party area so everyone has to enter through the welcome tent and register. (Perhaps the 6:00 o'clock position on a clock). Consider the party area to be a large circle. Gauge the circle size so activities are not too spread out nor too crowded.

Place the stage/presentation area in a central location with easy access to power for the sound system. Keep music playing all the time. (Perhaps at the 12:00 position)

Arrange the games and events to keep attention on the stage/presentation area (perhaps the 2-4:00 and 10-11:00 positions).

Place the games where lines can form and people can get a sense of the crowd. You do not want it too crowded or too spread out.

Place chairs in front of the stage so people can sit, listen, eat, and visit with church members/evangelists.

Place the two inflatable jumpers and trailer where they have the highest visibility from the road. (Perhaps the 5:00 and 7:00 positions)

You cannot have too many balloons as decoration.

Set up food areas together to allow easy access to power. (Perhaps the 9:00 position) Lines allow church members/evangelists to visit and share Christ with parents and children. Confirm each person receiving food is registered.



FREE BLOCK PARTY

At the City Park on Main Street

5:00-7:30 p.m. Saturday, August 21

Come for an evening full of fun!

Live Band

Games

**Everything is
absolutely
FREE!**

Free Food

Clowns

Door Prizes

Free Gifts



**Meet All-American Quarterback
Bubba Jones**

- ◆ Starting quarterback for IMU
- ◆ Led team in passing yards
- ◆ Rated #1 player in overall performance

**Bubba will share what it means to play
on a winning team at 7:00 p.m.**

**Drawing for FREE mountain bike following Bubba's presentation
(must be present to win)**

If it rains, join us for the block party on August 28!

APPLICATION FOR SCHEDULING

Eastern Louisiana Baptist Association

Deposit Check #

EVANGELISTIC PARTY TRAILER

NOTE: 2 checks must accompany this application.

1)-\$100.00 deposit & 2)-\$100.00 fee

Your deposit will be returned to you with the return of a cleaned trailer and the proper forms.
The Inventory Checklist & the Highlights form must be returned within 30 days or the deposit is forfeited.

Date of Application _____

Name of Church _____ Phone _____

Address _____

City/State/Zip _____

Association _____

Pastor _____

Requested Date of Use: _____

Block Party Trailer is for Evangelistic Purposes ONLY. Block Party Trailer will be used for? _____

CERTIFIED PARTY TRAILER USER (PERSON RESPONSIBLE FOR PARTY TRAILER)

Name _____ Position _____

Address _____

City/State/Zip _____

Email address: _____

Location/address where PT will be set up: _____

(If different than church address)

Phone _____ Cell _____

*We the undersigned have read and understand the guidelines and responsibilities for use of the PT and make application for scheduling it with the assurance that we assume responsibility for complying with these guidelines. **IN THE EVENT OF A CANCELLATION OF LESS THAN 60 DAYS FROM THE PT USE DATE, WE UNDERSTAND THAT WE FORFEIT \$100 OF THE FEE.***

SIGNED _____
(Pastor) (Date)

SIGNED _____
(Person Responsible for PT) (Date)

Make payable to and mail to: Eastern Louisiana Baptist Association
PO Box 305, Walker, LA 70785 (225) 664-9309

PARTY TRAILER AND EQUIPMENT USE AGREEMENT

Date: _____

This agreement is entered into on the above stated date between (church): _____

Whose address is: _____

Represented by _____, (hereinafter referred to collectively as "User") duly authorized and the Eastern Louisiana Baptist Association, Lender, who agree to the following terms and conditions:

1. The property subject to this agreement is described as one Evangelistic Party Trailer manufactured by CargoMate Utility Trailer Corporation which is equipped with a generator, extension cords, games, large and small Moonwalk apparatus, drink coolers, snow-cone machine, pop corn machine, cotton candy machine, chairs and other equipment and furnishings to be used of a party as is more particularly described in the inventory of the Evangelistic Party Trailer subject to this agreement and furnished to User.
2. The Evangelistic Party Trailer and its inventory contents (hereinafter referred to collectively as "trailer") shall be picked up by User at Lender's premises located at 32470 Walker Rd. N, Walker, Louisiana between 10:00 a.m. and 2:00 p.m. on the date of _____.
3. The trailer shall be returned by User to the same location stated in paragraph number 2 above (or another location as agreed upon) on the date of _____.
4. The User has had a reasonable opportunity to inspect the trailer including its inventory and appurtenant structures and is satisfied that they are in a good working order and in a safe condition without exception. User further has determined that all of the contents listed in the trailer inventory were present and are accepted by User.
5. User and its representative executing this agreement further warrant that the representative is certified in using, attaching and transporting the trailer, setting up and using its contents and that there are no impediments which would render the hauling and/or using of said trailer and its contents unsafe to any third persons, guests, the representative and User or its agents or employees.
6. User shall furnish proof to Lender of adequate liability and automobile insurance covering the use of the trailer on the roads and while at use before, during and after the party.
7. As part of the consideration for the use herein, User shall hold Lender and its agents, employees or representatives harmless from any and all liability for any and all claims by any third party, User and/or its representatives, employees, agents and/or guests and defend Lender in any lawsuit or claim filed against Lender by such persons for activities arising out of the hauling or use of the trailer and/or its contents whether Lender its agents, employees or representatives are strictly liable or at fault in causing or contributing to the damages claimed or not.
8. Deposit of \$100.00 is due upon reservation of trailer. If reservation is cancelled less than 60 days prior to event, the \$100.00 deposit will be forfeited. If reservation is cancelled more than 60 days prior to event, the \$100.00 deposit can be refunded or transferred to another reservation date.
9. Cost Recovery Fee of \$100.00 is due 60 days prior to scheduled event. If \$100.00 fee is not received 60 days prior to the scheduled event, reservation will be cancelled.
10. A deposit of \$100.00 is also due and payable at the same time the Cost Recovery Fee is due but shall be refunded to User upon the timely return of the trailer and its contents in the same condition and with no missing inventory items as User originally received from Lender. Any items damaged or missing beyond the value of the deposit shall be reimbursed by User to Lender immediately.
11. Failure to return the trailer upon agreed date will result in forfeiture of \$100.00 deposit.
12. Failure to return the Inventory Checklist and Highlights Form within 30 days will result in forfeiture of the \$100.00 deposit.

Thus done and signed on the date stated above in Walker, Louisiana.

USER (Church Representative)

LENDOR (ELBA Representative)

Signature: _____

Signature: _____

Print name: _____

Print name: _____

Evangelistic Party Highlights Form

**Complete & return this form within 30 days, along with cleaned trailer,
to the ELBA Office to receive the return of your deposit.**

Contact Name: _____

Church, city: _____

Date Trailer used: _____

Phone: _____ cell: _____ e-mail: _____

- 1. Community Connections _____
- 2. Presentations of the Gospel _____
- 3. Professions of Faith _____
- 4. Baptisms* _____
- 5. Rededications _____

Other Highlights: _____

*NOTE: We may follow up in 3 months to track the results of the use of the Evangelistic Block Party Trailer.

Evangelistic Party Trailer Inventory & Check List

	Items	User's Return Check List	ELBA's Return Check List
1	Grill	<input type="checkbox"/>	<input type="checkbox"/>
2	Popcorn Machine 1 metal scoop 2 measuring cups	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Snow-cone Machine 3 brown trays	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4	Cotton Candy Machine	<input type="checkbox"/>	<input type="checkbox"/>
5	2- orange round coolers w/ cup dispensers	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6	1- 150 qt white chest cooler	<input type="checkbox"/>	<input type="checkbox"/>
7	3- E-Z up tents	<input type="checkbox"/>	<input type="checkbox"/>
8	Sound system	<input type="checkbox"/>	<input type="checkbox"/>
9	Mic & speaker stands (in bag)	<input type="checkbox"/>	<input type="checkbox"/>
10	Plastic Carton #1 – <u>Game Items</u> 3 – “Milk bottles” 10 – Bean bags 1 – Bag of 6 rings for Lollipop Ring Toss Game 1 – 1 Bag of prizes 2 – Brown trays 2 – Jump ropes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	Plastic Carton #2 – <u>Snow cone Items</u> 12 – Snow cone syrup dispensers 2 – Paper cup dispensers (for orange coolers) 1 – Long-handled spoon	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12	Plastic Carton #3 – <u>Repair & Tent Items</u> 2 – Purple bags with repair items for “Jumpers” 1 – Bag with E-Z Up Tent Items	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
13	Plastic Carton #4 – <u>Popcorn & Cotton Candy Items</u> (Donated from previous users.)	<input type="checkbox"/>	<input type="checkbox"/>
14	Plastic Carton #5 – <u>Balls, Bat, Bases, & Frisbees</u> 6 – Plastic balls with holes 1 – Large multicolored ball White baseballs in net bag 2 – “Nerf”-type footballs 1 – Leather football 1 – “Lightning McQueen” ball 1 – “Lightning McQueen” bat 5 – Bases (includes Pitcher Mound strip) 2 – Frisbees	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

15	Plastic Carton #6 – <u>Extension Cords & Tie-Downs</u> 3 – Yellow extension cords 1 – Orange 3-plug receptacle 6 – Metal hook stakes 4 – Metal stakes 1 – Generator oil	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
16	Plastic Carton #7 – <u>First Aid Kits & Traffic Cones</u> 2 – First aid kits 8 – Orange "traffic" cones	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
17	Bean bag toss game	<input type="checkbox"/>	<input type="checkbox"/>
18	Stand-up baseball game	<input type="checkbox"/>	<input type="checkbox"/>
19	Stand-up lollipop tree game	<input type="checkbox"/>	<input type="checkbox"/>
20	Stand-up Frisbee toss game	<input type="checkbox"/>	<input type="checkbox"/>
21	Washers game	<input type="checkbox"/>	<input type="checkbox"/>
22	1- generator with cable	<input type="checkbox"/>	<input type="checkbox"/>
23	2 - banners	<input type="checkbox"/>	<input type="checkbox"/>
24	1 - inflatable jumper with slide	<input type="checkbox"/>	<input type="checkbox"/>
25	1 - inflatable jumper without slide	<input type="checkbox"/>	<input type="checkbox"/>
26	2 – blue tarps	<input type="checkbox"/>	<input type="checkbox"/>
27	2 - dollies	<input type="checkbox"/>	<input type="checkbox"/>
28	Blower (jumper with slide – 1.5 hp)	<input type="checkbox"/>	<input type="checkbox"/>
29	Blower (jumper without slide – 1 hp)	<input type="checkbox"/>	<input type="checkbox"/>
30	Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>
31	10 - extra D-straps	<input type="checkbox"/>	<input type="checkbox"/>
32	Keys to trailer hitch lock (hanging)	<input type="checkbox"/>	<input type="checkbox"/>
33	Trailer hitch and Trailer Hitch lock	<input type="checkbox"/>	<input type="checkbox"/>
34	Spare Tire, Jack, and Lug Wrench	<input type="checkbox"/>	<input type="checkbox"/>
35	Portable Air Pump	<input type="checkbox"/>	<input type="checkbox"/>
36	6 - canvas chairs	<input type="checkbox"/>	<input type="checkbox"/>
	*Note: All items must be returned to assigned areas in trailer. All item locations are identified.		

User Church: _____ Date: _____

PARTY TRAILER CERTIFICATION FORM

(For persons being trained under the supervision of a Certified Party Trailer User)

I _____, hereby certify that _____
(name of certified user) (name of trainee)

has worked with me through the entire certification process, as shown below, and recommend that he/she be awarded ELBA Party Trailer User Certification.

The above trainee has completed: (check each phase of Party Trailer use the trainee has completed)

- review of the Party Trailer Manual**
 - familiarity with all forms (Application for Scheduling, Party Trailer & Equipment Use Agreement, Inventory Check List, Evangelistic Party Highlights Form)
- trailer transporting requirements and procedures**
 - full size, 8-cylinder truck with receiver hitch
 - electric trailer brake control
 - standard 5 prong trailer brake and light connection
 - door combination locks and trailer tongue lock key location
 - trailer tongue un-locking and lock storage in trailer
- grill**
 - unpacking
 - use
 - cleaning
 - repacking and securing in trailer
- inflatables**
 - unpacking
 - tarp placement under inflatable
 - assembly
 - use and policy concerning adult supervision
 - cleaning
 - deflating, and repacking and securing in trailer
- blowers**
 - unpacking and installation
 - repacking and securing in trailer
- generator unpacking and use**
 - repacking and securing in trailer
- E-Z up tents unpacking**
 - assembly
 - repacking and securing in trailer
- popcorn machine**
 - unpacking
 - assembly
 - use
 - cleaning
 - repacking and securing in trailer

- **cotton candy machine**
 - unpacking
 - assembly
 - use
 - cleaning
 - repacking and securing in trailer
- **snow-cone machine**
 - unpacking
 - assembly
 - use
 - cleaning
 - repacking and securing in trailer
- **sound system**
 - microphone and speaker stands unpacking
 - assembly
 - use
 - repacking and securing in trailer
- **games**
 - unpacking
 - use
 - repacking and securing in trailer
- **user’s return check list** (Evangelistic Party Trailer Inventory List)
 - user is to complete the inventory check list in the column for the “User’s return check list” to insure that all components of the trailer are included and packed in their appropriate locations
- **trailer return to appropriate location** (usually to the ELBA office)
 - hitch and ball returned to trailer
 - tongue lock installed
 - tongue lock key returned to hanging location in trailer
 - doors locked
- **deposit return policy**
 - completed inventory list returned
 - Evangelistic Party Highlights Form returned

_____ has completed the training process under my supervision. The
(name of trainee)
training was conducted at _____, on _____.
(name of church) (date)

Signed: _____
(signature of certified user)

Trainee: _____
(signature of trainee)

(Mailing address of trainee)

(Email address of trainee)