**IMPORTANT TO REMEMBER**

1. Check with associational office for reservation.
2. Check with First Baptist Church Camarillo about pick-up and return.
3. **THANK YOU** FOR YOUR CAREFUL UPKEEP OF THIS EVANGELISM TOOL.
4. Help us know by email what needs to be fixed by reporting anything that is broken or lost.
5. Remember this is your association's trailer. Fix what you can; replace what you use.
6. Rules that are important — They will help your event be a fun, safe and free of injuries. An adult should always run food equipment. **Adult supervision** is required at all times with bounce houses.
7. Bounce Houses — Tarp needs to go down first. Stake it down.
8. Stake-down the Pop-ups. When cleaning up be sure stakes get in the pouch of covers.
9. Please follow signs and put things back where they belong so others can find and identify the pieces of equipment.

**THINGS YOU WILL NEED TO SUPPLY**

1. Truck with hitch and trailer light connections.
2. Insurance on the truck, driver and liability insurance for the event
3. Ice (20lbs- smaller event, 40lbs-larger), syrup, cones and pumps for syrup for snow cone machine
4. Soap, water, cloths for cleanup and garbage bags.
5. Paper towels for cleaning the popcorn machine.
6. Premeasured popcorn and oil packets-6oz size (bags are provided).
Find them at Smart & Final-Ventura.
7. Gas for generator – Regular.
8. You will need to supply computer, mp3 player or device to get music to the sound system.
9. Candy or small prizes for the lawn games can really liven up the event.

**MOST IMPORTANT FOR A SUCCESSFUL EVENT**

**Step 1 Preparing The Community For The**

**(if you need to skip a step, this is not the one to skip)**

You will need 8 —10 people in groups of two committed to go door-to-door in the 3 blocks surrounding your event. They need to knock on each door, give flyers and happily share what church you are from and what will be happening, inviting them to come. Your success will be 50% if you go 2-3 days before the event. The number attending will double if you go twice (One week before the event and the second time, the very same procedure, the day before the event). Sharing the second time, "We just wanted to remind you that \_\_\_\_\_\_\_ Church is having a block party. There will be . . . . . We would love to see you there tomorrow. Will you be able to come? This has been used in various cities, ethnic groups and economic groups all with the same results.

1. Have several spiritually sensitive people, whose only job during the event is to connect with new people and reach into their lives.
2. Music that is Christian and sensitive to the target group is a huge help.
3. "Give Aways,” like candy, small prizes, balloons make it fun and festive. Other food items like hot dogs, Mexican dinner, and etc. are a big plus for keeping people connected.
4. Having a way to gather names, addresses and phone or emails is very helpful. One non- threatening way to do this is offer a few larger prizes for a drawing, where they take a ticket and put their name and information on it and place it in a drawing box.
5. Christian magic or puppet shows, where the gospel can be presented is a great blessing.

**QUICK HELPFUL TIPS TO MAKE USING THE EQUIPMENT EASIER**

**GENERATOR**

1. Be sure you have a small gas can for your event.
2. Check oil and gas indicators before first starting generator (There is an auto shut off if the oil gets too low. It takes regular 30W oil) If it won't start, recheck the oil.
3. The generator has enough power to run both bounce houses, popcorn, snow cone and the sound equipment.

**BLOWER**

1. Large blower for the larger bounce house and small one for the preschool bounce house.
2. Inflates in less than 15 minutes

**BOUNCE HOUSES SAFETY**

1. The smaller bounce is much shorter and has no top. It is safe only for kindergarteners and younger. Older children could easily bounce out and over the edges. The second smaller house should be used if you feel there will be lots of children waiting to use the large house. It also helps avoid injuries when small preschoolers are not bouncing with larger older children
2. Preferable to set bounce houses on **grass**, better for the equipment and safer for the children.
3. Place door away from street and traffic.
4. Keep a responsible adult (not youth) watching the houses at all times.
5. The adult should be sure no food or drinks come in the houses and no horseplay. Maximum person rules are important to observe. In the large house 6-8 children depending on size. In the small preschool house 8 children. Accidents are much more likely to happen when the number of people goes over the suggested occupancy.

**BOUNCE HOUSE SET UP**

1. Please be sure you put the **tarp down first. THIS IS a very important first step.** It will protect the bounce house from getting holes and prolong its life.
2. There is a moving hand truck because the large house is very heavy.
3. ATTENTION: Take note of how it was folded when you take it out.
4. Both inflate quickly. To deflate them simply turn off blower. When you detach blower they deflate within 5 minutes.
5. When putting away, **be sure** all of the plastic is free of debris, inside and out. There is a small hand vacuum to help with clean up. As you fold up house check for stones, thorns and mud etc. The tarps should keep this to a minimum.
6. Store tarp on top of bounce houses, putting it away, so the next church can find the tarp.

**IMPORTANT RULES TO OBSERVE FOR A FUN, ACCIDENT FREE EVENT**

Keep a responsible adult watching the houses at all times.

No food or drink in the houses. It will be a hard mess for you to clean up.

Maximum person rules are important to observe.

In the large bounce house 6-8 - people depending on size of children.

In the small preschool bounce house 8 children.

Accidents are much more likely to happen when the number of children goes over the suggested occupancy.

**TRAILER HOOK UP**

1. Take the lock off the hitch and set in safe place (usually inside trailer on high shelf).
2. Lift lever and place on ball of hitch.
3. Remove safety wheel blocks from tires and put away.
4. Make sure the foot under the trailer tongue is up all the way. (It can hit when you go over a bump and break off.)
5. Make sure that the two balancing stabilizer feet in the back of the trailer are up totally.
6. Lock in pin to keep hitch from bouncing off when driving.
7. Hook up chains.
8. Hook up lights, Check with driver to be sure lights on trailer are working for brakes and signals. (You can be cited for driving unsafely if the lights do not work.)
9. REVERSE THESE GUIDELINES FOR TAKING THE TRAILER OFF THE TRUCK HITCH.
10. **Caution:** If the trailer is off the truck hitch the two stabilizer feet in the back must be down or the trailer will pop up when you try to get something from inside. When storing the trailer it is important to have these back stabilizer feet down or it can damage the trailer.

**POP UPS**

1. They break easily. They go up and down super-fast when 4 people each get on one leg.
2. Lengthen legs together and then walk away to pull up.
3. **When taking down be sure to pull the pin at the top of each leg,** (just belowthe roof). **This** is where the breakage has been happening.
4. Watch out for pinching fingers as you walk to center to put away, your hand must be at the very top of the leg by the roof.
5. Be sure stakes are picked-up and stored in the pouch of the pop ups cover when done.

**SOUND SYSTEM**

1. The soundboard and cords are in the back of the speakers. Please keep food and drinks away from the sensitive equipment.
2. Electrical cords are in a blue tub.
3. We only have one microphone, treat it gently.
4. You will need a way of getting your music to the soundboard (i.e. computer, MP3 and etc.).

**FOOD HANDLING SAFETY**

Please take special precautions in food handling to the public. You can be shut down for unsafe food handling.

1. **All food handlers must wear GLOVES.**
2. Wash with soap and water additional surfaces where any food or utensils will be placed.
3. **Only adults should handle equipment. You can be burned severely on the popcorn machine, fingers cut off in the snow cone machine.** Youth are great helpers but they should not work on the equipment.,

**GRILL**

1. **Important** - only adults operate grill.
2. **IMPORTANT** - USE FOOD HANDLER GLOVES - you are serving the public.
3. Tongs, brush and cleanup are in a tote. Be sure to put grill away clean and cooled down.
4. There are cleaning products in the totes for this.
5. When returning trailer let someone know if you used propane so we can fill the tank when necessary.

**POPCORN**

1. Please **only use the premeasured packets.** While slightly more expensive they save enormous time and energy in clean up. It also keeps the machine free from excessive oil, which shortens its life.
2. Important: only adults get near heating element of popcorn machine. **IMPORTANT**: USE FOOD HANDLER GLOVES- you are serving the public.
3. Turn on light and motor and let warm up 10 minutes before use.
4. Scoops and Bags should be in tote.
5. You might want to make a couple batches ahead; the popcorn goes fast. **After 3 or 4 batches** you will probably need to turn the motor off for 5 minutes down.
6. **IMPORTANT CLEAN-UP TIPS** - Let it cool down before cleaning up. The popcorn container is VERY HOT. Just **use clean paper towels only** inside. Any product or soap will affect the next popcorn batch. It will wipe down completely with paper towels alone. Be sure to clean out the popcorn container at the top. The handle on the right pulls down so you can get inside.

**It is very important to clean all interior surfaces free of oil with paper towels. Left over oil will turn rancid and becomes extremely hard to clean later.**

**SNOW CONE**

1. **Important**: only adults operate snow cone machine. **IMPORTANT:** USE FOOD HANDLER GLOVES- you are serving the public.
2. Ice will melt quickly in snow cone machine. It really helps to have it in the shade and only to grind the ice you will use immediately. There are two ice chests to store ice before it is used.
3. You will probably want to buy a couple pumps with your syrup. They are cheap and break easily. Scoops should be in tote.
4. **IMPORTANT CLEAN-UP TIPS** — Only clean the interior of the snow cone machine with clean towels. Any product or soap will affect the next snow cones. However, syrup is hard to get cleaned up. It helps to put a large tray or top of a tote under the syrups. You will need soap and water to get the sticky surfaces clean. **Please be sure to rinse the** **syrup containers and pumps really well. It will attract bugs if any syrup is left exposed.**

**GAMES**

1. There is a ”wordless book-evangelism" soccer ball and "wordless book- evangelism" beanbag toss game.

**TRACTS**

1. One tote has Bibles and tracts. Use what you need and if you have extras, donate.

**CLEAN UP AND PUT AWAY**

1. Please remember to return scoops for popcorn and snow cone machine plus pumps for snow cone syrups completely clean.
2. It is really important get everything back where it belongs and **strapped down with bungee** cords before moving trailer.
3. Getting the trailer back clean and when planned is important. Often it is being used the very next day by one of your sister churches.
4. For specific cleaning tips please look in equipment list above.