



# SPECIAL EVENTS TRAILER POLICY AND PROCEDURES





## TRYON EVERGREEN BAPTIST ASSOCIATION

### Special Events Trailer (SET) Usage Policies

1. The Special Events Trailer (SET) is reserved for use by churches, missions and partner organizations of Tryon Evergreen Baptist Association.
2. The SET may not be taken outside of the Tryon Evergreen Baptist Association area without approval from the office of the Tryon Evergreen Baptist Association.
3. Either before or on the day the SET is picked up, two **separate checks are needed: One for the security deposit for \$100.00 and the other for the \$100.00 usage fee (Daily use); \$150.00 (weekend use).** A fee of \$50.00 will be charged for an additional business day of usage of the SET for the event reservation. The security deposit will be returned upon **receipt of the trailer, in the same condition in which it was checked out, and receipt of the evaluation form.**
4. Any damage to the trailer or equipment should be reported upon return of the trailer.
5. Churches will be responsible for repair fees for damage of the trailer or equipment resulting from neglect or abuse (Any usage not in compliance with SET Instructions).
6. A church will not be able to reserve the trailer until all past fees for usage or damage by that particular church are paid in full.
7. Churches must reserve the trailer at least two weeks in advance. To reserve the trailer, contact Shannon Brown at 936-856-2001 or email [sbrown@teba.org](mailto:sbrown@teba.org).
8. Each church is responsible to carry insurance adequate to cover liability and damage claims associated with the use of the trailer.
9. SET will be picked up at the TEBA Office, 4489 N. Frazier Street, Conroe, Texas 77303 during regular office hours (8:30-4:30 - Monday-Thursday and 8:00 – noon on Friday). It must be returned by 10:00 AM to avoid a \$50.00 late fee; Returns after the 10:00 AM deadline will be assessed a second day fee of \$100.00.
10. **Completed rental form, training requirements agreement, proof of insurance and payment in full must be received in the office of TEBA before any church is allowed take possession of the SET.**
11. The vehicle pulling the trailer must be equipped with a 2” ball and a four-way, flat light connector.



## **Special Events Trailer (SET) Instructions Tryon Evergreen Baptist Association**

Contact Shannon Brown to schedule the trailer at  
936-856-2001 or email [sbrown@teba.org](mailto:sbrown@teba.org)

### **Pick up and return the SET to TEBA.**

This trailer provides the basic resources needed to conduct a special fellowship, outreach, or family event in any community within the Tryon Evergreen Baptist Association. We are providing this trailer to help TEBA churches maximize their outreach budget and help some that would not otherwise have the resources to conduct a special event of this magnitude. We also want to help churches know how to reach out to lost people through this tool. The usage fee is to help offset the cost of maintaining the SET. It is estimated the contents would rent for \$1300/day if rented individually. Any additional contributions you wish to make will go toward adding additional items to the trailer and making additional renovations/repairs to equipment or the trailer beyond the normal fees. You may also consider providing a scholarship for a smaller-membership church to use the trailer.

These instructions explain how to use each component in the trailer and return it to TEBA, 4489 N. Frazier Street, Conroe, Texas 77303, so that it is ready for the next church to checkout. This guide is provided to all persons who complete the SET training videos. Every church must have a trained person present to oversee the unloading, use, and repacking of the SET trailer, to ensure proper procedures.

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## Chapter One: Evangelism

1. Priority reservations are given to member churches that show consistent financial support of the TEBA and are using the SET for church-wide and/or community outreach.
2. The Special Events Trailer is intended to make contacts and present the gospel of Jesus Christ to people who do not regularly attend church.
3. Assign at least three people with the responsibility to walk around and talk to people. You can talk to parents and/or children as they stand in line, are eating or listening to presentations. Each person must **“be prepared to give an answer to everyone who asks you to give the reason for the hope that is within you.”**
4. Feel free to give away New Testaments, tracts, videos, or other information that may be successful in clearly communicating the gospel.
5. Visit [www.namb.net/interfaith](http://www.namb.net/interfaith) for free Belief Bulletins on witnessing to people of other religions.
6. POSSIBLE EVENT SCENARIO: Each worker should be intentional about sharing their faith as they work. Door prizes may be given away every 30 minutes or so to encourage people to hang around and remain involved. While making announcements, via the PA system, it helps to shut down the other venues and events so everyone can hear easier. Instruct everyone to come to a designated place for drawings. Begin with a brief testimony, Gospel presentation, or any creative way to tell people about Jesus, and then draw names for the prizes.
7. Provide copies of the Jesus video/DVD or an evangelistic booklet with each door prize. If you run out of door prizes continue drawing names so that everyone wins a video. You may also purchase additional door prizes and deliver them to homes the next day.
8. Complete a decision card for each decision. See Appendix 2 for a sample. You might want to adapt it to you church.

9. Set up a tent and table to allow each child to make a Power Band witnessing bracelet. Explain to each person what each color means as they make bracelets. See Appendix 5 for instructions and script. Use balloons, art, illusions, face painting, EvangeCubes, activities, etc. to gather a crowd and present the gospel.
  
10. Remember, your main purpose is to share the gospel of Jesus Christ, not just to provide a fun event. You are using this tool and the special event so you have the opportunity to share your faith. Be intentional and unapologetic about talking about the change Jesus has made in your life.

## Chapter Two: Registration

It is preferable to enclose the area around the party in a way that allows the **“welcome tent”** to be the only entrance and exit.

1. Set up one table with two volunteers to register every guest.
2. There is a sample registration card in this book. See Appendix 1. You will want to adapt it your church.
3. Offer each person a pen or pencil and let each person in each family register themselves. Remind them that this for the drawing of door prizes as well. If someone in the family does not fill out all the information you would like to have for your follow up, maybe someone else will.
4. Place all the registration cards in one of the orange buckets to draw for door prizes. Be careful not to lose even one registration card.
5. Place all door prizes on a guarded table so people can see what is being offered.
6. If this is a VBS registration event, make sure you have a separate church registration card. Give away VBS materials you received in your VBS packet.
7. **Follow up, follow up, and follow up.** Commit to follow up on every card within 48 hours. A personal visit or a phone call is the most effective.

## Chapter Three: Tents

Before setting up any of the tents, please consider if it is too windy for the tents. **Winds in excess of 20 mph can damage the tents.** The trailer is furnished with sixteen (16) five gal. buckets. We suggest that you fill each bucket with water and attach a bucket at each corner of each tent with a bungee cord. This will lessen the possibility of a wind gust damaging the tents. **Churches will be held responsible for damage to any of the tents.**

If the tents become wet for any reason, please use dry towels to dry them off before returning them to the trailer. Do not return them wet for any reason; this causes them to mildew and will destroy them. Contact Shannon Brown at TEBA (936-856-2001) and inform her of any delay this might cause in returning the trailer.

1. There are four 10'x10' EZ-UP tents.
2. Use four people to set up tents. EZ-UP tents can be set up in about four minutes each.
3. SETTING UP THE TENTS:
  - a. Take the tent out of the bag and stand it on its four legs.
  - b. Place your foot on the pole foot and extend the legs to the maximum height. (Push in the silver button on each leg and pull the pole upward. The silver button will pop into the next hole. Press again and pull the pole until the tent is at the desired height.)
  - c. Push the canopy up until it snaps into the top button.
4. TAKING DOWN THE TENTS
  - a. This is most easily done with four people.
  - b. Lower the legs by pushing in the silver button until you are at the lowest height.
  - c. **Pull the pin ring at each corner to release the canopy lock.**
  - d. Have each person take a corner pole and push the tent toward the center.
  - e. The tent will collapse very easily.
  - f. Please carefully dry the canopy and clean the feet before returning to the bag.
  - g. Leave the canopy on the legs when replacing it in the bag.

## Chapter Four: Power

1. The SET comes with a 5000 volt generator, four 50 foot cords, and two 100 foot cords. It is best to use power from the facility or church.
2. The generator needs to be located far enough from the events to prevent the noise from disturbing the presentations. Two gallons of gas should run for the entire time of an average event.
3. Instructions for starting and stopping the generator are in the manual in the envelope on the front shelf of the trailer.
4. Please check the oil before cranking. Please note if there is a “low oil” light.
5. **PLEASE RUN THE GENERATOR UNTIL THE GAS TANK IS EMPTY BEFORE RETURNING IT TO THE SET.**
6. You may need to alternate the popcorn and snow cone machine if you are utilizing generator power alone.
7. The generator may not have enough power to run all the equipment at one time.

## Chapter Five: Sound

The SET includes a sound system, CD player, speaker stands, and 2 microphones.

1. Place sound system, CD player, and stand bag on a table near the stage or program area. **Do not allow the sound board/amplifier to get wet!**
2. Remove speakers and place on stands at needed height and as level land allows, (no more than 6-8 FT.)
3. Remove the speaker cords from the compartment in the sound system and attach cords in the speaker/monitor inputs on the bottom left quarter of the system.
4. Remove microphones from the trailer supplies bin and attach to the amplifier using microphone cords
5. Microphone cords are located in the trailer supplies bin as well.
6. Attach the CD player into the system.
7. Adjust volume to get desired sound level. (CD player volume is controlled on the player and through the system as well.)
8. Please return the **clean and dry** speaker stands into the bag and replace them in the trailer where they were originally located.
9. Return the CD player to the trailer supplies bin.
10. Return the **clean and dry** sound system to its place in the trailer.

## Chapter Six: Food Preparation

The SET includes a snow cone machine, popcorn machine, and grill. Your popcorn, snow cone flavored syrup, and cups can be purchased at Sam's.

**Discontinue all food preparation at least 30 minutes before the end of the party and begin cleaning the food equipment.**

### A. Popcorn

The easiest option for popcorn is to use the pre-mixed packs of popcorn that include pre-measured oil, flavoring, and popcorn. Open the packet, pour it in, and turn on the machine. Each ounce of popcorn is about one serving.

#### **To make popcorn:**

1. Turn on the kettle and let it warm up for 2 minutes. (Buttons are on the inside of the popcorn machine at the top.)
2. Turn the rest of the buttons on.
3. Use one and a half cups of popcorn to one cup popcorn oil and one tablespoon of popcorn salt.
4. Please **clean the cooking pot and walls thoroughly** when finished. You may have to return to church to do so.

### B. Snow Cones

1. Place the snow cone machine on a table that won't be damaged by water since the case drains water as the ice melts.
2. The snow cone machine requires a large cup of ice for every snow cone cup, so a lot of ice is needed.
3. Open the grinder lid and pour in the ice. Close the lid.
4. Turn on the machine and make a snow cone. Place snow cone in the holder.
5. Add flavored syrup to the cone. One pump of syrup is enough for an average snow cone.
6. Please thoroughly **clean and dry** the snow cone machine and syrup pumps (give special effort in drying these) before returning them to the SET.

## **C. Grill**

The grill is a charcoal grill with a compartment for wood/charcoal to use for smoking. The charcoal should be lit a full 30 minutes before you plan to cook. Upon completion of the event, [empty the grill of ash](#) and clean it before returning it to the TEBA.

Note: Will need a 20 lb. bag of charcoal and lighter fluid.

**Talk to the children and their parents about Christ, their church affiliation, and invite them to Sunday School and church.**

## Chapter Seven: Bounce Houses

Please consider if we are having a windy day before setting up a bounce house. **The bounce house can become dangerous or be damaged in winds of 20 mph or greater.** If winds reach these speeds during the event, the bounce houses should be shut down immediately. **Churches will be held responsible for damage to the bounce houses. See Inflatable Bounce House Instructions (Appendix 13).**

If the bounce houses are wet, please dry them using dry towels. This will prevent mildew from destroying them. Contact Shannon Brown at TEBA (936-856-2001) and inform her of any delay this might cause in returning the trailer.

### I. Set up Instructions:

Take the bounce house out of its trailer location and unroll it. **Note the tri-fold\quad-fold pattern to replace it in the bag when finished.**

Connect the blower to the input vent on the side of the bouncer. Close off the other vent. Plug it up and turn it on. Note the blower must stay on while children are in the bouncer.

If it does not start, press the button on the plug. The bounce house takes about 5 minutes to inflate.

Find the metal stakes in the tent bags (The tents use the buckets and bungee cords to tie them down) and stake down the four corners of the bounce house.

### II. Take Down Instructions:

1. Sweep out, blow out, and/or damp mop before turning off the blower.
2. Turn off the blower. **WARNING: THE BOUNCE HOUSE WILL IMMEDIATELY CEASE TO BEAR ANY WEIGHT.**
3. Remove the blower from the outlet vent and open both air vents.
4. Two or three people begin at the front and remove the air by rolling up the bounce house tightly toward the outlet vents (see folding instructions).
5. Standing at the front fold the left and right sides so they touch in the center, like closing two shutters on a window leaving the outlet vent clear.
6. Two people can roll tightly from front to rear. The large bounce house should fit easily on the dolly and in the front of the trailer.
7. If it is too big, repeat the roll up procedure.

8. Stand it up and strap to hold it tightly.
9. Attach the big house to the hand truck with the two straps. Replace in the front of the trailer through the side door.

### **III. General Guidelines:**

1. Provide at least two volunteers to monitor the bounce house.
2. Limit the number of children in the bounce house to five or six. Smaller children should be with smaller children and larger children with larger children. **Make sure they remove their shoes.**
3. **Talk to the parents waiting for their children. Find out about their religious affiliation.**
4. **Tell them about Jesus and invite them to church.**

## Chapter Eight: Games

There are ten games in the SET. Add additional games as you have volunteers and supplies: include face painting, “go fish”, and any of the dozens of carnival/outdoor games that are available.

**Party Trailer Game Instructions.** (Games may vary as to their availability.)

**Ladder Toss** (See Appendix 6)

**Bag Toss** (See Appendix 7)

**Washer Toss** (See Appendix 8)

**Checkers:** Play checkers and share Jesus with the other player.

**Uno:** Play Uno and share Jesus with the other player(s).

**Double Nine Dominos:** Play Double Nine Dominos and share Jesus with the other player(s).

**Croquet:** (See Appendix 9)

**Bocce Ball:** (See Appendix 10)

**Horseshoes:** (See Appendix 11)

**Jarts (Contemporary Yard Darts)** (See Appendix 12)

**Talk to the children and their parents as they stand in line, and play the games.** Questions to use while playing the games:

- 1) Do you have any religious beliefs? Be kind and listen well.
- 2) Do you believe in heaven or hell?
- 3) If you were to die today where do you believe you will spend eternity?
- 4) Who is Jesus to you?
- 5) If there was anything about your beliefs that was wrong, would you want to know it?

**Use all the games as an opportunity to share Jesus with players!!!**

## Chapter Nine: Repacking the SET

- 1. Please clean and dry all of the equipment before returning it to the SET. It may be weeks before it is used again and mildew can form. You may need to return to the church to clean everything thoroughly.**
2. Please return each item to its assigned place (Pictures, designating locations are attached inside the trailer, and there is an inventory list hanging in the back on a bungee cord).
3. Please be sure to **REATTACH ALL BUNGEE CORDS** on each shelf to prevent damage in transit.
4. Please ensure the equipment is ready for the next church to use.
5. Please make sure everything is in its proper bin before closing the trailer. Check the inventory sheet on the bungee cord at the back of the trailer for reference.
6. Please report any needed repairs resulting from normal wear and tear.
- 7. Please agree to repair or replace anything broken by negligence or abuse during your event.**
8. Please refer to Appendix 3 to check each item as you remove each item and check it again when you replace the SET.

## Appendix 1: Door Prize Registration Cards

Door Prize Registration	
You do not have to be present to win. Please provide the following information:	
Name of Church(es) hosting the party: _____	
Name: _____	Phone: _____
Address: _____	
_____	
Circle Age: 6-12   13-17   18-30   31-45   46-60   61-80   80+	
Email Address: _____	
Please check all that apply:	
I would like some information about the church _____	
I would like some information about becoming a Christian _____	
I do not have a New Testament and would like one in the _____ language	

Door Prize Registration	
You do not have to be present to win. Please provide the following information:	
Name of Church(es) hosting the party: _____	
Name: _____	Phone: _____
Address: _____	
_____	
Circle Age: 6-12   13-17   18-30   31-45   46-60   61-80   80+	
Email Address: _____	
Please check all that apply:	
I would like some information about the church _____	
I would like some information about becoming a Christian _____	
I do not have a New Testament and would like one in the _____ language	

## Appendix 2: Decision Cards

Decision Card	
Name: _____	Today's Date: _____
Address: _____ _____	
Phone Number: _____	
Age: ___ 1-11 Child ___ 12-17 Youth ___ 18-30 Adult ___ 31-50 Adult ___ 51+ Adult	
Marital Status: ___ Single ___ Married ___ Widow/er	
Spouse's Name: _____ Sponsoring Local Church _____	
___ Accepted Christ ___ Rededication ___ Will enroll in Bible Study ___ Willing to make a public profession of faith Church prospect ___ Y ___ N	
Best time to reach you at home: _____	Ethnicity: _____
Religious Background: _____	

Decision Card	
Name: _____	Today's Date: _____
Address: _____ _____	
Phone Number: _____	
Age: ___ 1-11 Child ___ 12-17 Youth ___ 18-30 Adult ___ 31-50 Adult ___ 51+ Adult	
Marital Status: ___ Single ___ Married ___ Widow/er	
Spouse's Name: _____ Sponsoring Local Church _____	
___ Accepted Christ ___ Rededication ___ Will enroll in Bible Study ___ Willing to make a public profession of faith Church prospect ___ Y ___ N	
Best time to reach you at home: _____	Ethnicity: _____
Religious Background: _____	

## Appendix 3: SET Contents Checklist

Use this checklist to insure that all items are in the trailer when you unload it and returned to trailer when you reload it. **Items must be clean and dry before placing in the trailer.**

### Food Preparation

- \_\_\_ 2-Drink Coolers
- \_\_\_ Snow Cone Machine w/scoop
- \_\_\_ 4-Snow Cone Syrup Pumps
- \_\_\_ Popcorn Popper w/scoop
- \_\_\_ Grill
- \_\_\_ Grill tongs, spatula, fork
- \_\_\_ 2-Ice chests

### General Set-up

- \_\_\_ 4-E-Z up tents in cases
- \_\_\_ Generator
- \_\_\_ Registration bin
- \_\_\_ Sound System w/2 speakers
- \_\_\_ 2 - microphones
- \_\_\_ CD player with patch cord
- \_\_\_ 2 - Speaker stands
- \_\_\_ 6-Tables
- \_\_\_ 12-Folding chairs
- \_\_\_ Cord Bin w/4-50' ext. cords,  
    2-100' extension cords,  
    3 - 3 way adapters, 8 outlet power cord
- \_\_\_ First Aid Kit/fire extinguisher
- \_\_\_ Games Bin
- \_\_\_ Trailer Supplies Bin
- \_\_\_ Tract/Bible Bin
- \_\_\_ Two wheel Dolly
- \_\_\_ Large Bounce House w/ Slide (**stakes w/tents**)
- \_\_\_ Small Bounce House (**stakes w/tents**)

### Games & Activities (Game pieces in individual bags in Game bin)

- \_\_\_ Ladder Toss
- \_\_\_ Bag Toss
- \_\_\_ Washer Toss Game
- \_\_\_ Checker Board Game
- \_\_\_ Uno Card Game
- \_\_\_ Double Nine Dominoes
- \_\_\_ 6 person Croquet set (in a case)
- \_\_\_ Bocce Ball Game (in a case)
- \_\_\_ Horseshoe Set (in a case)
- \_\_\_ Jarts game (in games bin)

### Miscellaneous Equipment

- \_\_\_ Spare Tire
- \_\_\_ 2 -Jack stands (use on back when  
    unhooked from vehicle)
- \_\_\_ 1 - 4-way tire tool
- \_\_\_ 1 - Broom
- \_\_\_ 16 - Tent Stakes- use w/ bounce houses
- \_\_\_ 16 - 5 gal buckets
- \_\_\_ 16 - straps for buckets
- \_\_\_ Electric blower
- \_\_\_ 1 set of wheel chocks, 2 door locks  
    & trailer tongue lock w/key

### Tool Kit

- \_\_\_ Hammer
- \_\_\_ Screwdriver (Flat & Phillips combo)
- \_\_\_ Slip Joint Pliers
- \_\_\_ Groove Joint Pliers
- \_\_\_ Adjustable Wrench
- \_\_\_ 12x16 tarp (for large Inflatable)
- \_\_\_ 9x12 tarp (for small Inflatable)

## Appendix 4: Additional Items Needed For Event

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

**Snow Cone machine** Purchase at [www.samsclub.com](http://www.samsclub.com) or [www.popcornsupply.com](http://www.popcornsupply.com)

- Ice (you may want to freeze an adequate amount that will fit in the grinder)
- Syrup (Sam's Item #250269, 250311, 250297)  
Also try: <http://www.snowballsupply.com/snowconesyruup.php>

- Paper Cups (See popcorn supply or snowballsupply)
- Cleaning supplies (Spray with a 16:1 Clorox solution, rinse liberally; DO NOT IMMERGE)

**Popcorn machine** Purchase at [www.samsclub.com](http://www.samsclub.com) or [www.popcornsupply.com](http://www.popcornsupply.com)

- Popcorn/oil/flavoring (combo packs are easiest to use) (Sam's Item #864898)
- Popcorn bags (Sam's Item #902595)
- Cleaning supplies (Sam's Item #272499)

### Grill

- Charcoal
- Matches and lighter fluid
- Hotdogs/hamburgers/buns/condiments or
- Chicken/rice/beans
- Plastic ware
- Plates/napkins
- Cleaning supplies

### Drink Coolers

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

### Registration

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

**Generator**

- Gasoline in provided tank. 1 Qt. of 30 weight small engine oil

**General**

- Helium Tank with balloon nozzle (Hobby Lobby - \$34.99)
- Balloons
- Additional games or rentals
- Face painting supplies (Hobby Lobby - \$3-\$8)
- Additional tents
- Garbage Cans and trash bags
- Additional tables and chairs
- Flat-bed trailer or other stage area
- Promotional tickets, yard signs, mail outs
- Door prizes for men, women, boys, and girls

### **Day of the Event (Retail store Items):**

Purchase these items as needed for use on the day of the event.

- Ice
- Water
- Paper Towels /Napkins
- Charcoal (Kingsford) one – 20 lb bag minimum
- Charcoal Lighter / Matches or Flicker
- Hickory Chips
- Bacon (2 lb. package)
- Paper Plates (250 count Pack) get enough for expected attendance
- Aluminum Pans
- Forks, Knives, Spoons
- Instant Tea
- Name Tags-Use three different colors of “Sharpie” pens.  
Example- Red marker...Non-church member Guest...  
                  Black marker...Church members...  
                  Green marker...Event workers...
- Ketchup & Mustard
- Buns – Hot Dogs, Hamburgers
- Bread
- Packs of Salt/Pepper
- Meat for the Event (Ex: Grilled Chicken, Spaghetti w/meat balls, BBQ)
- Scissors
- Cups – 9 oz
- Snow Cone Cups - 6 oz.
- Pre Measured Mega Pop Corn (for 6 oz Kettles)
- Door prizes for men, women, boys and girls

## Appendix 5: Power Band Bracelets

Please leave the five samples in the Registration Bin. The leather bracelet and beads can be purchased at Hobby Lobby, Michael's or other craft store.

If someone has just asked you about your bracelet, you can say: "This bracelet is called a power band, because it symbolizes what's necessary for a person to live a life of power and purpose. May I tell you about it?"

### **KNOT:**

This knot represents the day you were born and the fact that God loves you.

In the Bible Jesus is quoted as saying ... **"I have come that they (you) might have life, and might have it more abundantly."** (John 10: 10)

In other words, God meant our lives to be full and meaningful.

Why do you think most people don't experience God's power and purpose in their lives?

### **BLACK BEAD:**

This black bead represents sin.

The Bible says, **"All have sinned (including me and you) and fall short of the glory of God."**

(Romans 3: 23) Because of our sin we are cut off from God's power and purpose for our lives.

How do you think it is possible to be restored to God's power and purpose for our lives?

### **RED BEAD:**

This red bead provides the answer.

The Bible says, **"God demonstrates His love towards us in that while we were yet sinners, Christ died for us."** (Romans 5: 8)

Jesus Christ, God's son, rose from the dead after three days, proving He truly was God's Son and that the penalty for our sins was paid.

This is why Jesus could say, **"I am the way, the truth and life; no one comes to the Father except through Me."** (John 14:6).

### **WHITE BEAD:**

This white bead represents a life cleansed of sin.

Acts 3: 19 tell us how this is possible. It says, **"Repent, then, and turn to God, so that He will forgive your sins. If you do, times of spiritual strength (power) will come from the Lord."**

The Bible promises that, **"To as many as will receive Him (Christ), He gives the power to become children of God."** (John 1:12)

To receive Christ we must turn away from our sin, ask to be forgiven and give control of our lives to Jesus.

Does what I have been saying make sense to you?

Is there any reason why you would not be willing to receive Christ right now?

Let's pray right now and you can repeat after me, expressing your desire to God!

Pray this prayer: **"Dear Lord Jesus, I know that I am a sinner and need forgiveness from You. I believe You died on the cross and rose again from the dead that I might have eternal life. I turn from my sins and ask for forgiveness from You. Right now I invite You to come into my life as my Savior and Lord."**

Congratulations! You have just made the most important decision of your life. This is only the beginning of living with God's power and purpose.

**BLUE BEAD:**

The blue bead represents baptism, which represents our new life in Christ.

**GREEN BEAD:**

The green bead represents growth. When we are part of a church, we learn how to grow in our new life along with other Christians (2 Peter 3: 18).

By the way, could I pick you up and bring you to my church this Sunday?

**GOLD BEAD:**

This yellow or gold bead symbolizes the gold of Heaven. The Bible tells us, those who received Christ have eternal life and will spend eternity with Him in Heaven.

**KNOT:**

This knot represents the end of our lives. Everyone will one day die and stand before God to be judged (Hebrews 9:27). The knot also reminds us that we can be sure we will never again be separated from God after we have accepted Him as our Savior.

I would like to give you this power band as a reminder of your decision to follow Christ and live a life of power and purpose.

## Appendix 6: Ladder Toss Instructions



Ladder Golf is played with 2 or more players or teams. Each player has 3 golf ball bolas. A bola is 2 golf balls attached by a nylon rope. The object of the game is to wrap your bolas around the steps of the ladder. The ladder consists of 3 steps, a top, middle and a bottom step.

### Playing the Game:

Prior to game play a line must be set 5 paces from the ladder. This is called the toss line. The official toss line is 15 feet away but most players measure 5 paces from the game ladder to set the toss line. This allows for a closer toss line for children's games.

Ladder Golf is played in rounds, each round consists of all players tossing 3 bolas. A coin toss is used to decide which player or team will toss first. The first player must toss all 3 bolas before the next player is able to toss his or her bolas. Bolas can be tossed in anyway the player chooses, as long as they are tossed individually and can be bounced off the ground. The winner of the round earns the first toss in the next round.

Games are played to an exact point total of 21.

In order to win, a player must be the only one to score exactly 21 points after the completion of a round.

If a player goes over the exact point total, that player's points for that round do not count.

For example: A player with 18 points needs 3 points to get the exact score of 21 in order to win. If that player has 5 points hanging on the ladder after all the players have tossed all strands, none of those points count and the player will enter the next round with 18 points again needing 3 points to win.

In the case of a tie, the players that tie will play as many overtime rounds as needed until one player ends a complete round 2 points ahead of the other player. The 2 point rule only applies in overtime rounds. During regular play any player can win as long as that player is the only one to score an exact total of 21 points at the end of that round no matter how many points the other players have.

### Etiquette of the Game:

Basic etiquette of Ladder Golf states that contestants should make as many remarks, sounds or movements as possible during play in order to distract the opponent's during play. Touching the player during tossing is never allowed.

In the course of play no contestant is to walk to the ladder prior to completion of the current round of play.

### Scoring:

After all teams have tossed all their bolas, scoring is determined by the bolas that are still hanging from the steps. Players can knock-off bolas during the course of the game, in fact knocking-off other players' bolas is encouraged and a good way to play defensively. Bolas that are knocked off during play do not count as points. Only bolas that are left hanging after all bolas are tossed are counted as points.

### Points:

Points are determined by which step your bola wraps around. The top step is worth 3 points the middle step is worth 2 points and the bottom step is only worth 1 point. Players can score an optional bonus of 1 point by hanging all 3 bolas from the same step or by hanging a bola on all 3 (1-2-3) steps in one round. The highest amount of points available per player is 10. This is accomplished by hanging all 3 bolas on the top (3 point) step.

## Team Play:

Four players can play Ladder Golf by alternating play each round. Players simply alternate turns with teammates. Extra bolas can also be purchased so up to 4 players can play individually on the same ladder or a second ladder can be purchased for team play. With multiple ladders 2 players on opposite teams would be on one side and the other 2 opposing players would be at the other game ladder. One side would toss all bolas and the other team would toss them back. Same rules apply.

## Glossary of Terms:

**Bolas:** A Bola consists of 2 golf balls attached together with a piece of nylon rope. Golf Balls are spaced 13” apart.

**Ladder:** The ladder is the structure that consists of 3 steps each spaced 13 inches apart.

**Steps or Rungs:** Each ladder has 3 steps. The top step is worth 3 points, the middle 2 and the bottom 1 point.

**Toss Line:** The line that the players toss from. Officially is set to 15 feet. For backyard games 5 paces works fine.

## Ladder Golf Includes:

- 1 or 2 Game Ladder(s) Depending on which version of our game that you purchase
- 2 Sets of Bolas (Colors vary depending on the set that you purchase)
- 1 Carry bag
- 1 set of official rules

## Ladder Golf Assembly:

Your ladder needs to be assembled prior to playing. Begin by fastening the 2 uprights to the 2 bases with the supplied knobs. After both uprights are fastened to the bases insert the round steps. The top and bottom step are identical and the middle step is the one with threads on the ends. Once all the steps are inserted screw in the remaining 2 knobs into both ends of the middle step. Do not over tighten the knobs on the middle step or use any tools to tighten them. The clearances on your new Ladder Golf game are very tight at first. The holes drilled in the ladder are meant to be tight and it will become easier to assemble after the first few times you assemble and disassemble the game set.

## Ladder Golf Warnings

Before playing your new Ladder Golf game, please READ ALL warnings and rules. Your game will provide a lifetime of playability if used as intended and stored correctly.

Remember to play safe, have fun and go for the ten point toss!

## Safety Is Important In All Games:

- DO NOT swing the bolas unless tossing them at the ladder during normal game play. Injury to yourself or others may occur if bolas are used improperly.
- The bolas provided with your new Ladder Golf game are connected using special anchors that, under normal game play, will provide a lifetime of use. DO NOT pull excessively on the bolas (tug-of-war) as abuse of the bolas may cause the anchors to pull away from the ball.
- Do not attempt to wrap bolas around body parts. Parents, please supervise younger children during game play. Kids can do crazy things with the most innocent of toys.
- DO NOT stand on the steps of the ladder. They are designed for normal game play only. Any misuse of the ladder may result in injury or damage to the ladder.



## Appendix 7: Bag Toss Instructions

- 2 or 4 players (singles or doubles)
- Distance measured between Foot Foul Edges

Distance	Age
8 Feet	2 – 4 years
12 Feet	5 – 8 years
15 Feet	9 - 12 years
18 Feet	13 & over (Social Play)
20 Feet	Tournament Play

- In doubles, team partners face each other from opposite boards
- Each team plays with 4 bags
- Opponents alternate tosses until all 8 bags are thrown
- The round is then scored (See Scoring)
- The last team to score on previous round tosses first
- Toss again if any interference occurs
- Opponents may call Foot Foul and the call must be honored
- In singles or doubles, the losing team has choice of sides for next game

Bag Toss etiquette necessitates respect for your opponent. While an opponent is tossing refrain from talking and step back out of his/her view. Only one person or the referee (tournament play) should retrieve bags when the round is completed.

## SCORING

- Winner is first team to score 21 points or more
- 3 points for each bag in the hole (That's a BAGGO!)
- 1 point for each bag on the board is an Ace
- Score is the difference in the team totals

For example:

After 1 round of 8 bags played,

#1 team with 1 bag in the hole = 3 points

#2 team with 2 bags on the board = 2 points

Score for the 1st round for #1 team = 1 point

- Bags pushed in by an opponent's toss count as a BAGGO
- The game is over if the score reaches 11 to Zero (SKUNK)
- If a bag ever touches the ground or is tossed out of turn, it doesn't count

## Appendix 8: Washer Toss Instructions

### Game Setup

1. The two washer boards should be placed on a flat surface 30 feet apart for all games except the 3 hole board game which should be placed 10 feet apart from the front of the boards.



2. The preferred surface to play on is short grass.

3. During one-on-one competition, the first player will toss at a selected board while the second person follows from the same spot. After tallying scores, players will then pick up the washers thrown and throw to the other board. During two-on-two competitions, teammates will stay at the opposite board.

### Player Positioning

1. Washers is a team game, each team will have a player situated at opposing washer game board unless the game is one-on-one, in which please see Section 3 under “Setup.”

2. Each player must throw their respective washers with both feet on the washer board. The foul line is the front of the board.

### Scoring

1A. On the 3-hole washer board. The closest hole is worth one (1) point, the middle hole is worth three (3) points, and the furthest hole is worth five (5) points. Washers must drop into the hole completely to score. A thrown washer from either player can knock washers on the board in a hole. It is important to remember whose washers are on the board in case of a knock-in throw. The owner of the knocked-in washer receives the applicable score for the hole into which it was knocked.

1B. On the 2-hole washer toss game (1) point for the inside of the game on the carpet, (2) points for the larger pipe and (3) points for the smaller pipe. There are no points for being close to the box Washers laying on the top edge of the box receive no points unless it is knocked in by another washer during play. The owner of the knocked-in washer receives the applicable score for the hole into which it was knocked.

1C. On the one hole washer toss game (1) point for the inside of the box and (3) points for the pipe in the middle. There are no points for being close to the box Washers laying on the top edge of the box receive no points unless it is knocked in by another washer during play. The owner of the knocked-in washer receives the applicable score for the hole into which it was knocked.

2. Each player has a turn to throw three washers in each round. During one-on-one games, players will tally the score from that round and proceed to throw back at the other board. During two-on-two games, after a round is thrown and score is tallied, washers are then picked up and thrown by the other set of opponents.

## **Canceling Points**

1. After a player has thrown three washers for their turn, the other player has the opportunity to cancel out the opponent's score.
2. For example, if Player A throws a washer in the first hole for 1 point, the middle hole for 3 points, and then misses the third shot, the score would be 4 points for Player A. However, the opposition, Player B, has a chance to cancel points from Player A's total during this round. If Player B throws a washer in the first hole for 1 point and the last hole for 5 points, and then misses the third shot, the score of the first round would be 5 to 3 in favor of Player B because the washers that landed in the first hole for one point cancelled each other out.
3. The cancel rule is counted only for turns in the same round. Both players must throw all their washers for a complete round.

## **Player Turns**

1. The player or team to score last (no matter if the throw is cancelled or not) throws first in the next round.
2. A round consists of a player making three washer throws in a row as one turn, and then an opposing player making three washer throws in a row as the second turn. Thus, a round consists of two turns.

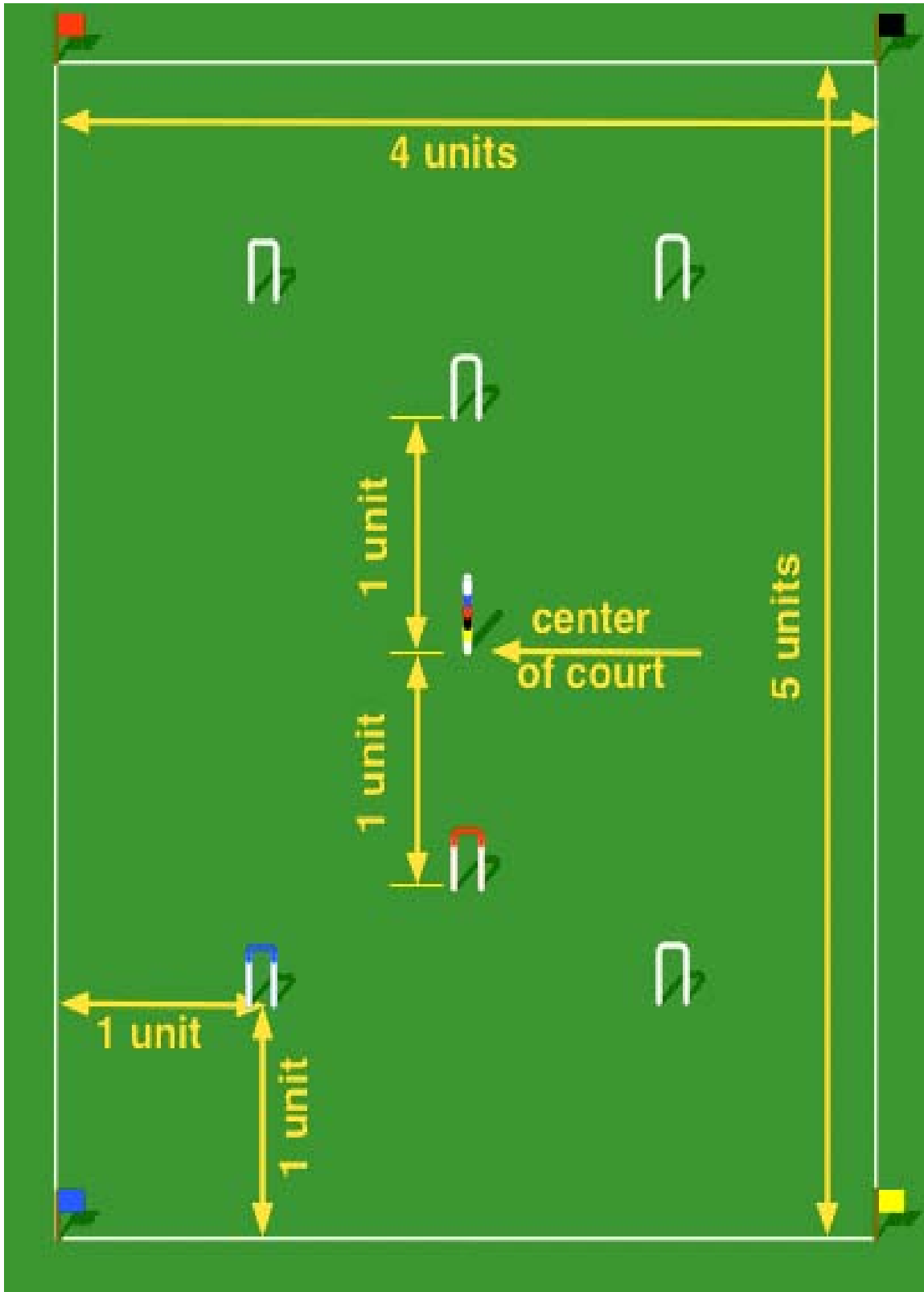
## **Skunk Rule**

1. The skunk rule is in effect unless otherwise agreed upon by both teams before a game begins.
2. If a team outscores another team 11+ to 0, then the team with zero is SKUNKED (they lose). The team that outscores the other team 11+ to 0 wins the game.

## **Winning**

1. The first player or team to reach exactly twenty-one (21) points wins the game.

## Appendix 9: Croquet Instructions





## Instructions

1

Divide players into two teams: a "cool" team that plays the blue and black balls, and a "hot" team that plays the red and yellow balls of a croquet set.

2

Decide which team goes first. They will play the blue and black balls. Take turns in the order of the corresponding colors on the stake - blue first, yellow last.

3

Place your ball 3 feet south of the first wicket, and try hitting it through. If you succeed, you earn a bonus stroke. Otherwise, your turn is over.

4

Take two bonus strokes if your ball comes to rest in contact with another player's ball during your turn. This is a "roquet."

5

Use this first bonus stroke to hit your ball so that both your ball and your opponent's ball move. Use your second stroke to hit your own ball toward the proper wicket.

6

Pass your ball through the wickets in the proper order: southwest 1, northwest 2, northeast 3, southeast 4, south-central 5, and north-central 6, followed by 2, 1, 4, 3, 6, and 5.

7

Remove your corresponding colored clip from the wicket when your ball passes through, and place it on the next one.

8

Become a rover once your ball has passed through all six wickets twice (in the proper order.) Take your rover ball out of play when it hits the final stake.

9

Roquet any other ball in play, but no more than once each a turn - unless your rover ball passes through a wicket (any wicket). Your rover, however, cannot roquet the same ball twice in succession, even if it passes through a wicket.

10

Win the game if your team is the first one to hit the final stake with both balls.



## Appendix 10: Bocce Ball Instructions

Bocce ball is a game of Italian origin that two to four people can play in the yard, on the beach or on a strip of gravel. Game balls come in two sizes and the goal, in essence, is to roll the large bocce balls closer to the small "target" ball, called the pallino, than your opponents manage to do. In each round, the player who gets closest to the pallino earns a point. It may seem easy, but the game requires precision and patience. Eye-hand coordination is your best asset for winning this game.

### Instructions

#### Things You'll Need

Play area, 10 to 12 feet wide by 60 to 70 feet long

1

Choose a player who starts the game by rolling the pallino to the far side of the play area. The same player then rolls a bocce ball, aiming to land as close to the pallino as possible.

2

Instruct the next player to roll his bocce ball in an attempt to land closer to the pallino than the first player. Continue through the players, each rolling one bocce ball at a time, until all the balls are rolled.

3

Walk to the end of the play area after each round to examine the placement of the bocce balls and determine which is closest to the pallino. The player who made it closest to the pallino receives one point. If two or more balls are equally close to the pallino, no one gets a point. If a bocce ball touches the pallino, it does not count. A ball that knocked someone else's out of the way does not receive a point.

4

Repeat the steps to play subsequent rounds. The first player to reach 13 points wins the game.

## Appendix 11: Horseshoes Instructions

### Things You'll Need

2 Horseshoe Stakes  
4 Horseshoes



1

"Set Up a Horseshoe Court" – stakes are to be 40 feet apart for regulation. Shorter distances can be determined by the ages of the participants.

2

Divide players into two even teams, and give each team two horseshoes.

3

Flip a coin to decide which team will pitch first.

4

Have the first player from the first team pitch both horseshoes (one at a time) from anywhere behind the foul line.

5

Let the first player from the opposing team do the same, pitching toward the same stake.

6

Award 1 point for a shoe within 6 inches of the stake, or for a shoe touching the stake (often called a "leaner"); a shoe encircling the stake (a "ringer") earns 3 points. Often, amateurs choose to award 2 points for leaners.

7

Let the next two players (one from each team) pitch the shoes from the opposite side of the court back toward your side. Add their points to the first scores.

8

Alternate pitching from one end of the court to the other until all players have pitched. This constitutes an "inning."

9

Play until one team has at least 40 points at the end of an inning (for a point-limit game) or until 40 shoes have been pitched (for a shoe-limit game, in which the team with the highest score wins).

10

Play extra innings in the event of a tie.



## Appendix 12: Jarts Instructions

# JARTS™ INSTRUCTIONS

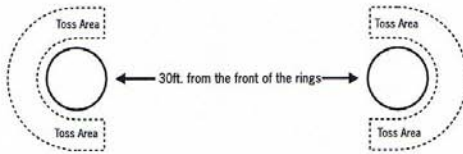
Everyone's Favorite Lawn Game

Ages: 8+  
Players: 2-4

**Contents:**  
• 4 Jarts  
• 2 Target rings

**Objective:**  
To be the first team to score 21 points by tossing the jarts into or closest to the target rings.

**Setup:**  
Place rings 30ft. apart (25ft. for beginners) as shown below. Jarts may be played with either 2 or 4 players divided into 2 teams (Team A and Team B). Teams pick a color to use throughout the game.



**Gameplay:**  
The game consists of rounds. During each round, one player from each team stands in the "Toss Area" (see diagram above) and alternates tossing their 2 Jarts at the target ring across from them. A player can stand behind or on either side of the ring, but may never cross in front. Pick a team to go first. The team that scored the most in the last round tosses first in the next round.

### Scoring:

**Quick Play Scoring**  
First team to 21 points wins.  
After all 4 Jarts are thrown score as follows:

- 1 Point - Scored for the Jart closest to the ring (see fig. 1)
- 3 Points - Scored for each Jart inside the ring (see fig. 2)

**Classic Scoring**  
First team to 21 points wins. Only one team can score per round. The team with the most points scores the difference between the two teams points.

(Example: 3 Points - 1 Point = 2 Points)

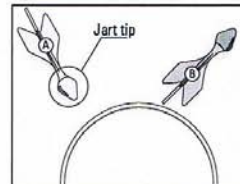
Team A	Team B	Team A Scores
		2 Points

### Scoring Scenarios

1 point	The Jart closest to the ring
2 points	1 Jart in the ring, minus 1 point if opponents Jart is nearest to the ring (3-1)
3 points	2 Jarts in the ring, minus 3 points if opponents Jart is in the ring (6-3)
4 points	1 Jart in the ring, plus other Jart nearest to the ring (3+1)
6 points	2 Jarts in the ring, opponent has no Jarts in the ring (3+3)

**Tournament Scoring**  
All scoring is the same as Classic Scoring, but a team must score exactly 21 points to win. If a team exceeds 21 points for the round, their score is **deducted, not added**. Play continues until exactly 21 points are scored.

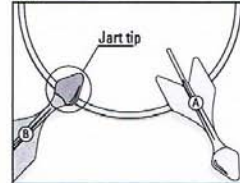
fig.1



Team A scores 1 point for being nearest to the ring.

**NOTE:** If at least 1 Jart from each team is outside the ring, the Jart tip closest to the ring scores the point.

fig.2

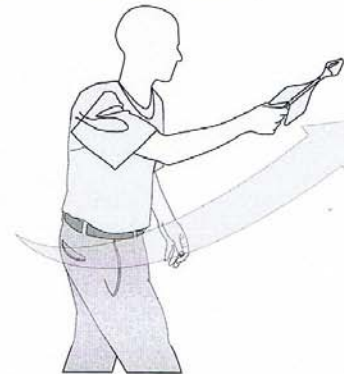


Team B scores 3 points for landing inside the ring. Team A did not land inside the ring.

**NOTE:** A Jart is considered inside the ring if any part of the tip is inside the ring.

### Throwing:

Hold the Jart by the handle behind the fins. Toss it with an underhand motion with enough arc so that it will land in or near the ring.



### Safe Play Guidelines:

Jarts can be played outside safely. Be aware of your play area. Never throw Jarts at people or pets, and make sure the play area is clear before you throw. Do not throw Jarts straight-up, over-hand or sidearm. Never throw broken or damaged Jarts, discard immediately. Do not throw Jarts on hard or paved surfaces. Take extra caution on windy days as the Jarts flight path may be unpredictable. Safe play means fun for everyone!

# Appendix 13: Inflatable Bounce House Instructions

## How to Set-up

- 1) Check ground for a flat level surface void of any rocks, sticks, pine cones, etc. (anything that may puncture the bottom of the Inflatable). Also check height clearance for trees, power lines, or overhead obstructions. Tarps should be placed underneath all Inflatables before proceeding to Step 2. (Never operate the Inflatable on a hard surface without a tarp underneath).
- 2) Unroll the Inflatable in the direction you wish the Inflatable to face. Unfold until the Inflatable is completely flat and ready for inflation.
- 3) Attach the Blower(s) to the "Port" (extended air hose / blower tube). The "Port" is generally located in the very back or on the sides of the Inflatable. Tie off any additional "Ports" by turning the material clockwise and tying the tie around the Port. Leave a little air escaping so the Inflatable will not burst.
- 4) Close All Velcro / Zipper compartments.
- 5) Attach heavy extension cord(s) from power source. (Designate One - 20 amp fuse for each Blower. Generally, this equates to one - 110-volt Outlet for each Blower.) Use the extension cord(s) in the trailer and do not extend more than 100 feet from the power source.
- 6) Turn the Power on. (Blowers have an On/Off switch located on the blower.) While the Inflatable inflates- Check to make sure only slight air is escaping the vents or ports.
- 7) Check to make sure the Port (air hose) leading to the Blower is not twisted.
- 8) Secure the Inflatable by staking the unit on all 4 corners. Drive stakes half way in at a 45 degree angle away from the inflatable.

## Safety Instructions / Operation

- 1) Adult supervision is required at all times. Never leave the Inflatable unattended or unwatched. Only jump and play on a fully inflated unit. DO NOT allow riders to play or climb on inside or outside walls or roof of unit, and NEVER allow riders to hang on or pull netting or columns.
- 2) Most Inflatables only allow 4-5 Guests on the Inflatable at a time. (Check Inflatable Instructions)
- 3) Guests must remove shoes, pocket items, glasses, jewelry, etc.
- 4) Diving and flipping are strictly prohibited. No back flips, roughhousing, horseplay or bouncing against walls. Guests should not take unnecessary risks.
- 5) No food, drink, or gum on or in the inflatable. **NEVER spray the Bounce House with a water hose – Electricity and water DO NOT MIX!**

\*The Inflatable should not be operated/shut down if winds exceed 20 mph.

\*The Inflatable should not be used in rain or lightning conditions.

## How to Takedown

- 1) Check for any loose items left on the Inflatable. (Sweep, vacuum. or blow off where appropriate).
- 2) All Guests should be clear of Inflatable- Including: stakes, flagging, weight bags, etc.
- 3) Turn Off or Unplug Blower. Disconnect the Blower from the Inflatable.
- 4) Open All Velcro / Zipper Flaps, Vents, and Ports to allow air to escape and the Inflatable to deflate. Deflation time varies on the Inflatable (10 – 20 minutes).

## How to Roll an Inflatable

The Key to a Good Roll is to fold the material neatly in toward the middle of the Inflatable.

**NOTE VISUAL STEPS BELOW FOR CORRECT METHOD**

# Visual Steps for How to Roll an Inflatable:



Step 1: Fold all material toward the middle of the Inflatable and expose the bottom/edge seams of the Inflatable.



Steps 2-3: Fold one side of the Inflatable, lengthwise,  $\frac{1}{4}$  distance to the other side. Repeat on other side (edge seams should meet in the middle).



Step 4: After folding the Inflatable twice lengthwise, walk out air towards Ports (Blower tubes).



Step 5: Fold the Inflatable in half lengthwise and walk out air towards Blower tubes again. Tuck in any extra material.



Step 6: Push straps 2-3 feet under the Inflatable (at Blower tube end) before rolling. Doing so now will keep you from lifting the entire roll later. (Ours have D-ring buckles, not "S" hooks).



Step 7: Begin rolling from opposite the Blower tube end. (This pushes air out as you roll.) Take your time and roll as tightly as possible. Keep the roll lined up, tuck in any extra material, as you go and do not allow any part of the roll to sag. Loose rolls are difficult to move.



Step 8: Tuck in Ports/Blower tubes and tie off with the straps. Tuck in hoses or extra material. Tighten the straps tight. Be careful not to break the straps.



Step 9: Stand up Inflatable for moving to the trailer (Use 2 wheeler)  
(Ours do not have storage bags)



**Tryon Evergreen Baptist Association  
Special Event Trailer  
Check-Out**

- \_\_\_\_\_ Security Deposit Received
- \_\_\_\_\_ Usage Fee Received
- \_\_\_\_\_ Copy of Driver's License
- \_\_\_\_\_ Copy of Insurance Card
- \_\_\_\_\_ Evaluation Returned
- \_\_\_\_\_ Security Deposit Returned

Name of Church \_\_\_\_\_

Name of Church Insurance Carrier \_\_\_\_\_

Policy # \_\_\_\_\_

Person Checking Out Trailer \_\_\_\_\_

Phone \_\_\_\_\_

Date of Check-out \_\_\_\_\_

Date of Check-in \_\_\_\_\_

When using this trailer for an event, the church must check with their insurance carrier for liability coverage. **By signing this form, you are agreeing with the Policies and Procedures, and recognizing that Failure to repack the trailer as presented in the manual and training seminar/video may result in a minimum repacking charge of \$75.00 up to the full deposit amount so costs related to repacking may be recovered.**

\_\_\_\_\_ **Signature**



**Evaluation/Response Form for Your  
Special Event  
Tryon Evergreen Baptist Association**

Name of Church hosting event: \_\_\_\_\_

Contacts name and e-mail: \_\_\_\_\_

Where was Special Event held? \_\_\_\_\_

Approximate # of attendees: \_\_\_\_\_ Shared Gospel with how many? \_\_\_\_\_

In what various ways was the Gospel shared during the event? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Were there any professions of Faith/decisions made? \_\_\_\_\_

Number of people you will intentionally follow-up on in the next 48 hours. \_\_\_\_\_

How would you describe the overall event in terms of what went right and what went wrong?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have anything to share about the use of Association Special Events Trailer? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are there additional things that could be added to the Event Trailer? \_\_\_\_\_

\_\_\_\_\_

**THE DEPOSIT OF \$100.00 WILL BE RETURNED BY MAIL WITHIN 10 DAYS. YOU MUST INCLUDE THIS COMPLETED EVALUATION FORM AND TURN IN TO THE TRYON EVERGREEN BAPTIST ASSOCIATION. Thank you for your responses!**