



## Evangelism Trailer Event Planning Guide

**Event Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Start Time:** \_\_\_\_:\_\_\_\_pm/am **End Time:** \_\_\_\_:\_\_\_\_pm/am

**Event Location Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Set Up Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Start Time:** \_\_\_\_:\_\_\_\_pm/am **End Time:** \_\_\_\_:\_\_\_\_pm/am

**Tear Down Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Start Time:** \_\_\_\_:\_\_\_\_pm/am **End Time:** \_\_\_\_:\_\_\_\_pm/am

**Purpose of Event:** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_ **# of Volunteers:** \_\_\_\_\_

To get the most out of your event we have provided a chart of recommendations below for volunteer minimums and supplies. Be sure to include your volunteers in supplies totals. We highly suggest ensuring all volunteers are background checked and trained in both the purpose of your event (i.e. evangelism) and in the station they will be working. The greatest success for your event will be found in the follow up so please be sure to have a strategy for acquiring follow up information.

<b>Station</b>	<b>Adults Required</b>	<b>Extra Supplies Needed</b>
Sound System	1	Audio device for music (phone, mp3 player)
Bounce House	2	
Popcorn Machine	1	Popcorn kernels and oil or All in one popcorn packets* (estimate ½ ounce of unpopped popcorn per person), bags for popcorn, napkins
Sno-Cone Machine	1	Ice (cubed or crushed, estimate 8 oz ice per person), Flavor syrups*, cups, spoons/straws, napkins
Flat Top Grill	1	Grilling utensils (spatula), food to cook and serve with dressings
Food Tables	2	Plates, napkins, cutlery, beverages should also be considered, table covers for serving tables if desired
Carnival Games	5 (one for each)	Prizes if desired
Sitting Area	2	Church information, contact/feedback cards for follow up, table covers if desired
Floater*	2	

\*Concessions supplies may be purchased online or locally from Kommercial Kitchens at 2510 I-10 Frontage Rd, Beaumont, Texas 77703.

\*Volunteers who float throughout the event helping where needed (i.e. bathroom breaks, food to volunteers, first aid)