

EVANGELISTIC BLOCK PARTY TRAILER



“HOW-TO” MANUAL



Churches working together to fulfill the Great Commission!

**Tri County Baptist Association
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(417) 725-8825**

Dear church leader,

*"Then all the people went away to eat and drink, to send portions of food and to celebrate with great joy, because they now understood the words that had been made known to them."
(Nehemiah 8:12, NIV)*

Tri County Baptist Association is excited to provide this evangelistic outreach tool for our family of churches in Christian, Stone and Taney Counties. This manual is intended to help you have a productive evangelistic event, but by no means should be considered totally inclusive.

We recommend that you get a copy of the special evangelistic event materials available through the North American Mission Board and/or conduct special evangelistic event training for your workers prior to using this resource.

This manual is intended for use with the "Block Party Trailer" (BPT). It is imperative that you read and heed this manual. We encourage reproducing the pages that relate to operating the various machines and the set-up of the trailer items.

Be assured of our prayers as you prepare to present the love of the Lord Jesus to a pagan world in a way of low risk/high grace. God bless you and your church as you enjoy the ministry of evangelism.

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BLOCK PARTY TRAILER MINISTRY

General information about conducting a BPT ministry in your church setting.

Purpose and Description

The Evangelistic Block Party Trailer is a ministry provided by the Tri County Baptist Association through its member churches. An evangelistic block party is a fun event sponsored by the church(s) to reach the community with the gospel of Jesus Christ. The block party is designed to catch the attention of the residents in a community by appealing to their interests, tastes, and curiosity.

Evangelistic block parties provide great opportunities for churches to:

- provide a variety of platforms to share the gospel
- cultivate relationships in the community
- grow your prospect list
- reach out to local festivals and community events

The key to a successful evangelistic block party is to ...BE INTENTIONAL, & TO BE RELATIONAL!

Evangelistic block party preparations

There are some things that are essential to a successful EBP. The following is not an exhaustive list, but will cover most of the crucial areas.

Date: Selecting a date that is conducive to the greatest number of people attending is very important. For example, in the summer, children are out of school; in the late evening, families can attend. Also, you need to take into account other events such as Little League playoffs, fairs, Vacation Bible Schools, church events, etc., when determining the date of a block party.

Time: Experience in other areas has shown that on weekdays, late afternoons and evenings work best. Saturdays are often good. As a rule, anytime between 11:00am and 6:00 pm is considered acceptable. A three hour block party is adequate; anything beyond that and you run into workers being too tired to clean up and guests leaving early. You need to be aware of, and keep in mind, the heartbeat of your community.

Publicity: Announcements in community calendar programs, trader magazines, and on local radio stations are all free.

Announcements in local newspapers have some effect, but a door-to-door blitz/canvassing remains the most effective. The first blitz of your community should be two weeks in advance of the evangelistic event. Housing projects, trailer parks and multi-housing neighborhoods normally have a monthly newsletter of which you will want to take advantage.

Any promotion should emphasize that everything is free and is sponsored by your church. Either on the day of the block party, or the preceding day, the final blitz should be made. This should be an extensive blitz, targeting especially those areas that have been previously canvassed. A positive church attitude is vital to the success of an evangelistic block party.

A close check ensuring that all equipment is available and in working condition before the evangelistic event is important.

Keys to a successful evangelistic block party:

Key 1: A great evangelistic block 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 EBP is provided later in this manual.)

Make at least 200 registration cards asking for name, address, phone number, email, children's names and ages. Include "I'd like more information about the church" and "I'd like to learn more about becoming a Christian." Talk to every person that attends. Plan to present Jesus to every person. Provide a short testimony or gospel presentation every 15-30 minutes.

Key 2: A great evangelistic block party is organized. Have one entrance to the block 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 block party is intimate. At most block parties, you will not give a "come forward" invitation. However, at periodic times during the evangelistic block 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 4: A great evangelistic block 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. Use whatever resources you have that would promote interest in the area you are ministering.

Key 5: A great evangelistic block party is contextual. Tailor-make the block party for the people you are trying to reach. If the neighborhood you are targeting is Hispanic, with numerous children, the block 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 block 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 salvations 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.

Key 7: A great evangelistic block party is held on the right date:

Selecting a date that is conducive to the greatest number of people attending is very important. For example, in the summer, children are out of school; in the late evening, families can attend. Also, you need to take into account other events such as Little League playoffs, fairs, Vacation Bible Schools, church events, etc., must be considered when planning the date of a Block Party.

Key 8: A great evangelistic block party is held at the right Time:

Experience in other areas has shown that on weekdays late afternoons and evenings work best. Saturdays are often good. As a rule, anytime between 11:00 a.m. and 6:00 p.m. is considered acceptable. You need to be aware of and keep in mind the heartbeat of your community.

Key 9: A great evangelistic block party is held at the right place:

The church parking lot is fine, but a public area near the church will improve attendance.

Key 10: A great evangelistic block party does great prior publicity:

Extensive promotion of this FREE event is essential. Announcements in community calendar programs, local radio stations, cable access, and trader magazines are all free. Announcements in local newspapers may have some effect, but a door-to-door blitz/canvassing remains the most effective. Make and hand out free tickets to your members to give to neighbors. Provide tickets door to door. Use inexpensive yard signs in the yards of members' homes and around the area.

The first blitz of your community should be two weeks in advance of the evangelistic event. Housing projects, trailer parks and housing complexes normally have a monthly newsletter of which you would want to take advantage. Advance planning is the key to a successful event! Any promo should emphasize that everything is free and is sponsored by a church (name of your church). Either on the day of the block party, on the day before, the final blitz should be made. This should be an extensive blitz, targeting especially those areas that have been previously canvassed. A positive church attitude is vital to the evangelistic block party.

Key 11: A great evangelistic block party attracts attention:

Fire trucks, fire department education trailers, military Humvees, a celebrity speaker, race cars, antique autos, yard sale, police department children finger-print identification.

Key 12: A great evangelistic block party includes give-aways:

Provide every family with a "goody bag" that includes a New Testament, gospel tract, information about the church, invitation to new message series or special service.

The intention is to make a good impression on those who do not regularly attend church. Collect door prizes for boys, girls, men, and women from church members and businesses around your town. Get door prizes to be distributed about every 15 minutes.

Delivering prizes to people that won provides an opportunity to visit. Types of door prizes could include toys, bikes, books, music cds, craft items, Walmart gift cards, children's videos, dvd player....use your creativity and imagination. Grand Prize - To provide an incentive for the crowd to hear the gospel presentation from the main stage event.

1. Winner must be present.
2. Drawing should be conducted after the gospel presentation.
3. The prize should attract attention and create excitement.
4. The grand prize could be a child's bike or a portable stereo or gift cards.

Key 13: A great evangelistic block party connects non-churched people to your church:

Provide additional registration for Sunday School, VBS, or another follow-up event. Follow up with a letter, email, and visit to every person that registered.

Key 14: A great evangelistic block party includes music: Have music in the background all the time.

Key 15: A great evangelistic block party has a variety of activities for everyone: Your options are as limited as your imagination and resourcefulness of your team. You will benefit by developing an Activities Team to plan any of the following or more creative activities they might come up with: Face Painting, Clowns, Health Checks, Free Food, Games, Snow Cones, Cotton Candy, Free Clothes/Free Yard Sale, Free haircuts, Music, Helium Balloons/Balloon Animals, Praise Band/live music, Puppets, Door prizes /Grand Prizes.

Key 16: A great evangelistic block party is not over until there has been follow-up: A good follow-up plan is essential. It is very important to have decision cards filled out on everyone making a decision or requesting prayer. You will want to enlist/equip a follow-up team prior to your event who will personally visit those who have filled out a decision card within 72 hours of the completion of your event.

USING TRI COUNTY'S BLOCK PARTY TRAILER

Policies and guidelines

Who can use the BPT?

The BPT is to assist member churches of Tri County Baptist Association for the purpose of evangelism.

Individuals are not eligible to use the trailer.

Reserving the BPT

The BPT can be reserved for a maximum of three days. The church can check back the week before their event, and if it has not been requested during their event, they can have it for the week. Check the calendar at www.tcsba.com for availability or contact the TCBA office. Signed covenant requests are honored on a first-come first-served basis. **CANCELLATIONS:** If your church must cancel the reservation of the trailer please notify TCBA at once as we need to keep it available for the other churches. It is the requesting church's responsibility to make sure that their request gets into the TCBA office in a timely manner. TCBA Camp at Baptist Hill will get the trailer at no charge for the week of camp.

Please keep in mind that when you reserve your dates, transportation needs to be included when picking up the trailer. Insurance of person pulling trailer will cover trailer while being transported. Our churches can check it out to use within Christian, Stone and Taney counties. They must be the sponsoring church of the event. It is your responsibility to provide a truck big enough to properly and safely tow the trailer. Please see details for towing on page 9.

General guidelines for BPT usage

Priority will be given first to evangelistic efforts. The trailer is intended to be used as a packaged resource. Materials will not be booked separately and will not be individually removed from the unit. Churches using the equipment are responsible for cleaning and replacing the equipment in its proper places. Churches need to notify TCBA **immediately** of any malfunctioning or missing equipment.

The churches are expected to pay for and provide their own food products (hot-dogs, rolls, ice, condiments, cups, and drinks).

Churches are required to secure any permits and/or licenses required for the location of event. You should check with your city hall to find out what your community requires. *If you neglect to get the proper permits, the city authorities may shut down your event.*

Cost of Using the BPT

The equipment contained in the BPT is valued at thousands of dollars, and to rent the same equipment from commercial sources would cost a church well over \$500. In order to cover normal “wear and tear” and to assist in equipment maintenance and eventual replacement, to use the BPT we require that you submit **two checks with your initial application: (1) a \$50 non-refundable “wear and tear” fee; (2) a \$200 refundable deposit fee.** At the completion of your activity, simply return the BPT in operable and clean condition and submit the “Block Party Highlights” form. Once we have received the BPT in clean and operable condition and the Highlights form, we will return the deposit check. Please make checks payable to TCBA with a notation on the check that it is for the BPT. Payment can either be by check, or on-line using our Paypal account on Tri County’s website (www.tcsba.com). Please mail check to:

TCBA, PO Box 370, Nixa, MO 65714

We want to make Tri County’s BPT available and accessible for our churches’ use to reach their communities for Christ. **If your church has a plan for an evangelistic community event but is unable to provide the non-refundable “wear and tear” fee, please submit a Ministry Grant Request from Tri County (www.tcsba.com/#/resources) with your BPT application.** Funds will be available on a first-come, first-served basis.

Transportation and Security

Transporting the trailer requires a hitch with a two-inch ball and four prong flat electrical connections. The overall dimensions of the BPT are: 6'x12'. The total weight of the trailer is approximately 2,990 lbs. Be certain your hitch is rated for this weight.

The church using the BPT is responsible for *pick-up and return* of the BPT. Times and dates ***must*** be confirmed through the TCBA Office in advance.

Since there is considerable investment in the trailer and its contents, users are asked to take the greatest precautions and care in their use of the BPT. If for some reason there is an accident involving the trailer, the insurance card can be found on the inside of the trailer on the clipboard. Churches using the trailer are required to have liability insurance to cover any and all accidents that would incur. In the case of a flat tire, it is the user's responsibility to get the trailer to its destination. Please contact TCBA immediately so that we can repair the flat and reimburse you for any expenses incurred because of this unforeseen circumstance. If the flat tire is due to negligence on the user's part, expenses will not be reimbursed.

- The BPT should be secured from the time it is picked up until the time it is returned.
- Please do not use the machines if it is raining. If it starts to rain please quickly put away the machines.
- If you use the generator and put gas in it, please be sure to empty the generator gas tank before returning it to the trailer.

SETTING UP THE BPT TRAILER AND POWER SOURCE

Instructions for setting up the trailer unit and using the portable generator

Setting up the Trailer: Allow One Hour

The BPT and hitch are secured by key locks. You will be given the keys by the TCBA office before pick-up. Please allow one hour each for set up and take down.

In order to insure that you will be serving safe and non-contaminated food, please clean the equipment before using it.

1. Upon opening the trailer, note the arrangement of the contents. It will help you later when packing. Please see the photos at the end of the manual.
2. Find a level spot to set up so that the machines will function properly.
3. The trailer contains jack stands located at the side door of the trailer. When used, they will stabilize the trailer and prevent it from rocking or tipping when trailer is disconnected from vehicle.
4. The tents are inside bags located in the trailer. You will need both tents if using the Sno-Kone and Popcorn machines. These are pop-up tents, and require four people to set up. *When removing the tents from the bags, be careful not to lose the stakes.* Hold the tent upright, each person holding a corner pole. Walk away from the center, pulling out your corner. Be careful that your hands are not caught by the sliding metal bar. Place your foot on the bottom edge of the pole, and pull up until the center and top supports each click into place. (You should push until you see and hear both supports click). If in setting up the tent, something seems to catch, DO NOT FORCE IT. Something is not right. Check to make sure all four corners are at the same point of set-up. Position the tent in the desired area.



5. Unload and position desired number of tables. All tables that will be used for the Sno-Kone and Popcorn machines must be placed under a tent. Tables should be arranged so that workers stand under the tent and lines may form outside. *Only one machine may be used per table.*

Generator power supply

The generator is gas powered. If you use all five machines, you must find a secondary power source (i.e. from church building or alternate two machines at a time). The power usage of each machine is as follows:

Sno-Kone Machine	6.8 Amps
Popcorn Machine	10.2 Amps
Bounce House	6.9 Amps
Sound System	Amps

IMPORTANT: It is a good idea to plug the popcorn machine into the secondary power source and use the generator for the bounce house and Sno Kone machines. Often a building can provide enough power for all five machines provided that you get power from different rooms and only two machines are run from each room. Make sure that if the machines are on the same power breaker that you don't run all the machines at the same time because you may blow a circuit.

How to start the Generator

To turn on the generator, follow these steps:

1. To avoid carbon monoxide poisoning, make sure engine is outdoors in a well-ventilated area and on a level surface.
2. Make sure the generator has fuel and oil before starting.
3. Make sure the fuel line quick connect is hooked up and that all four tank hold-downs are firmly tight.
4. Turn the vent knob fully counter clockwise.
5. Rotate the fuel valve to the ON position.
6. Move choke control to CHOKE position.
7. Move throttle control to FAST position.
8. Turn fuel shut-off valve to ON, if equipped.
9. Move stop control to ON position, if equipped.
10. Grasp rope handle and pull slowly until resistance is felt. Then pull cord rapidly to overcome compression, prevent kickback and start engine.
11. Repeat if necessary with choke in RUN position and throttle in FAST. When engine starts, operate in FAST position.

To turn off the generator, follow these steps:

1. Turn off and unplug all electrical loads from generator panel receptacles. NEVER start or stop engine with electrical devices plugged in and turned on.
2. Let the engine run at no-load for 30 seconds to stabilize internal temperatures of engine and alternator.
3. Move throttle control level to IDLE or SLOW position, if equipped.
4. Then move stop control to OFF position.
5. Close the fuel shut off valve.

Please empty the gas tank before returning the generator to the trailer.

BLOCK PARTY TRAILER EQUIPMENT

Set-Up, Usage, and Cleaning Procedures

Items detailed:

- Sno-Kone Machine
- Popcorn Machine
- Bounce House
- Sound System
- Grill

Local source for supplies:

Phil Erb Concession Supplies, 4576 N 20nd St, Ozark, MO 65721 (across US 65 from Lambert's)
(417) 881-7433

Sno-Kone Machine

Setup: If planning to use the Sno-Kone machine, remove the large ice chest and fill it with ice. Pumps, scoops, etc. will be stored in a Rubbermaid container located on the shelf in the trailer and must be removed. Place filled ice chest behind table designated for Sno-Kones. The Sno-Kone machine is the heavy silver machine. Place on table so that the side with the open bottom faces you. Slide the silver tray with attached hose under the machine to allow water to drain out of the machine and on to the ground.

Use: To grind ice, flip the on-switch on the left side of machine and pull up the handle on the right top-side.

Scoop ice from the ice chest with the ice scoop, fill the grinder, and close with the handle. Push the red "shave ice" button. Do not force the handle; the machine will grind without much pressure. Ice will fill the cabinet under the grinder. Use the ladle to scoop out balls of ice and fill the Sno-Kone cups. Pump syrup onto ice.

If the machine does jam, **turn the machine off and unplug it.** Use a spoon handle to dig out the jammed ice. **NEVER PUT YOUR HAND DIRECTLY INTO THE SHAVER.**

Clean-Up: Dump out water and ice from the machine and the ice chest. Wash cooler, tray, pumps, scoops, and ice scoop with soapy water; thoroughly dry every item and store smaller items in the Rubbermaid container. Return clean, unused cups. Use a slightly soapy rag to wipe out the glass and interior of the machine followed by a damp rag. **DO NOT** use any type of cleaning products (409, Mr. Clean, etc.) to clean the Sno-Kone machine. When you clean the machine, please be careful not to damage the serial number on the Sno-Kone machine. **Damage to the serial number will void our warranty on the machine.**



clean glass



clean inside thoroughly

Popcorn Machine

Setup: Remove the Popcorn machine from the BPT. Carry the machine in a way so that the doors do not fly open, for they slide off easily. The popcorn machine should be placed on a table so that the doors face the worker.



Use: Turn on the Kettle Heat and Kettle Motor switches along the top inside of the machine. Open one side of kettle lid and add the package of oil. Then add kernels after oil is melted.

As popcorn pops, it will begin to fall from kettle. As popping slows, dump kettle using the handle. Check kettle for any remaining kernels; shake them loose and let them fall below. Repeat this process until five batches of popcorn are made-

Do not make more than five batches at a time.

When finished with five batches, turn off all switches. Use the silver scoop to fill the bags. Kernels will fall through the holes and collect in the bottom drawer.

Clean-Up: Each time you finish a series of poppings, wipe the outside of the kettle with a soft cloth to remove any oil drippage on the outside of the kettle. After you finish popping for the day, allow kettle to cool until it is not too hot to handle, but still warm. Unplug kettle and remove it from the machine. With a cloth, wipe out the inside of the kettle, kettle lid, crossbar, outside and underneath of the kettle.

To clean the cabinet of the machine, take a clean cloth with soap and water and wipe the excess grease from the glass. Wipe the outside of the machine also. Do not forget to clean out the bottom drawer. **Never use any cleaners other than soap and water.** When you clean the machine, please be careful not to damage the serial number **Damage to the serial number will void our warranty on the machine.**

DO NOT IMMERSE KETTLE IN WATER.

Wash silver scoop with soapy water and return to Rubbermaid tub. Return any unused popcorn bags to their box. Be certain these items are well sealed to prevent spillage.

Bounce House

Setup: On a non-rocky, dry, flat area of ground, preferably on the grass, lay out one of the tarps from the trailer. Using the hand truck, take the bounce house out of the trailer and lay it on the tarp. Next pull out the bounce house blower; line up the blower with the inflate tube behind the bounce house.

Use:

- ☐ Unroll the bounce house.
- ☐ Attach the bounce house inflating tube to the exhaust opening of the blower using straps, or any other form of tightener.
- ☐ Make sure that the inflating tube is tightly secured to the blower.
- ☐ There is another inflating tube next to the one attached to the blower, close it off but not too tight.
- ☐ This is to allow the air to flow through the bounce house without over blowing the bounce house.
- ☐ Plug the blower into the generator or power source.
- ☐ Once inflate tube is tightly secured to the blower, turn on the blower.
- ☐ The bounce house should inflate within three - five minutes of the blower being turned on.
- ☐ Leave the blower on.
- ☐ Someone should **always** supervise the bounce house while in operation.

Clean-Up:

- ☐ Before turning off the blower, take the broom and sweep out the bounce house.
- ☐ As soon as you are through sweeping the bounce house, turn off the blower. ☐ Unplug the blower from the generator.
- ☐ Let the air deflate out of the bounce house and then un-strap the bounce house from the blower.
- ☐ As soon as the air is deflated out of the bounce house, fold the left and right sides of the bounce house into the middle.
- ☐ Then fold the bounce house in half once more.
- ☐ Make sure the inflate tube of the bounce house is not folded into the middle.
- ☐ Once you have folded the bounce house and the inflate tube is laid out flat, start rolling the bounce house from the opposite end of the inflate tube.
- ☐ As you roll up the bounce house, the left-over air should be pushed out of the inflate tube.
- ☐ Once you have rolled the bounce house, strap it together and then put it in the silver bag.
- ☐ It is now ready to go back in the trailer.

Sound System

Setup:

- Pull the rack out of the trailer. The rack is the four-wheel black cabinet item. The rack includes the mixer (which is the device with the slides), amp, CD and cassette player.
- You will find two silver locks on the top cover of the rack; twist them to unlock the top cover of the rack. As soon as they are unlocked, pull the top cover off.
- Repeat this process for the front of the rack.
- On the back of the rack there is a door that is locked in the same way as the front and top of the rack; however; it would be better if you did not pull this door off of the back of the rack. All you need to do is open this door so you can plug things in to the unit.
- In the rack you will find a drawer that has two microphones, four microphone cables, and two speaker cables.
- Pull out, from the trailer, the long black bag and the two speakers.
- In the long black bag are two microphone stands and two speaker stands.
- On solid ground, take the two thickest stands (these are the speaker stands) and set them up.
- Make sure the legs are set up so that they are 1.5 times the width of the speakers.
- As soon as the legs are set, tighten them so they don't fall.
- Set top section of stand to desired height.
- Once you have figured out how high you want your speakers to be, put the pin in the hole. - Do not tighten knob below pin as this will strip the threads.
- Do not put the speakers too high.
- Place speakers on stand.
- Once you have the speakers set, pull out the two speaker cables from the drawer in the rack.
- The speaker cables have two blue and gray ends; they are also the thickest cables in the drawer.
- Take one end of the cable and plug it into the input in the back of the speaker.
- Push it in all the way and turn the gray knob clockwise to lock the cable in place.
- Take the other end of the cable and plug it into the output in the back of the rack.
- Push it in all the way and turn the gray knob clockwise to lock the cable in place.
- Repeat these steps for the other speaker.
- Pull out the two other stands from the black bag. These are the microphone stands.
- On the stand, pull down the legs and tighten them into place.
- Once they are tightened into place, pull the legs out.
- The microphone stands should be on level ground.
- Once you have the stands in place, take out the microphones. The microphones are in the drawer in two small bags.
- Pull out two microphone cables.
- One end of the microphone cable will have a locking device. The other end will not have the locking device.
- The end with the locking device needs to be plugged into the microphone.

- The end without the locking device needs to be plugged into Line 1 on the back of the mixer on the rack.
- If you are going to use two microphones, the second microphone needs to be plugged into Line 2.

USE:

- Plug the rack into a power source.
- There is a red master power switch on the front of the rack. Turn this switch on.
- Once the rack has been turned on everything should have power.
- Run a check to see if everything is working properly.
- The best way to check to see if the speakers are working is to start up a CD.
- Line 11/12 on the mixer is for the CD player; push the clear square button on this line. When it lights up, the line is on.
- Adjust the Line 11/12 slide and the red master (at the bottom right of the mixer) slide to regulate the volume to the appropriate level desired.
- Once the red master slide is set to the volume desired, **do not** continue to adjust the slide.
- The only slides you should move from this point on are the white line slides that you will use.
- There is a red dial on the mixer. This dial is called the Pan Control and it allows you to make sure that the speakers are working properly.
- Turn the red dial to the left to make sure that sound is coming out of the left speaker.
- Turn the red dial to the right to make sure that sound is coming out of the right speaker.
- If there is no sound coming out of one of the speakers, check the amp on the bottom of the rack and make sure that both dials are at the same position.
- As soon as you are done making sure that the speakers are working, turn the red dial to the middle so that you can have sound coming out of both speakers.
- On the body of the microphone, push the ON switch up. On Line 1 push the clear square button. Move the Line 1 slide up to "0" (zero).
- Once you have moved the slide to "0", slowly turn the GAIN dial (the top white dial) to the volume desired for the microphone.
- When you turn the volume up for the microphone, you may want the music still playing so you can try to mix the music and voice together.

CLEAN-UP:

- Turn GAIN dials off.
- Push the clear square buttons on the Lines used OFF.
- Move all Line slides down.
- Stop the CD.
- Push the switch to OFF, on the body of the microphone.
- Turn off master power switch.
- Once rack is turned off, unplug from power source.
- Unplug the cables from the microphones and mixer.

- Roll the cables up and put them back into the drawer on the rack.
- Put the microphones back in their protective bags and put back in drawer.
- Unplug the cables from the speakers and rack. Pull back on gray part and turn counter-clockwise to release.
- Roll the cables up and put them back in the drawer in the rack.
- Once all cables and microphones are returned to the drawer in the rack, replace all rack coverings; top, front, and back.
- Take speakers off of speaker stands.
- Pull the pin out of the speaker stands.
- Compress the speaker and microphone stands as much as possible.
- Put the stands back into the long black bag.
- The sound system is now ready to be returned to the trailer.

Charcoal Grill

Clean-Up:

- Be sure the grill is cool enough before you start cleaning so you do not get burnt.
- Remove the grates and anything else from inside the grill and clean out the ash and old coals in the bottom. Make sure to use the metal tub provided. Be sure that the grill is cold and the embers are out to prevent anything from catching on fire. Take a small shovel or scoop, remove the ash and throw it away. **DO NOT PUT IN A PLASTIC CONTAINER.**
- Clean out the inside of the grill with a thick rag, paper towels, or newspaper, and water or a cleaning solution. A water hose is a good way to give the inside of a grill a good rinse. It is not necessary to get the inside of the grill spotless, but cleaning it up will make it look better and getting rid of some of the grime can prevent the grime from burning and negatively affecting the taste of food.
- Wipe off the outside of your grill. This is mostly cosmetic. You can probably just wipe it off with a wet rag.
- If necessary, place the grates of the grill on newspaper, spray them with oven cleaner and let them sit for a few hours. This will help remove the grime and build- up on the grates and reduce the amount of elbow grease it takes to get them clean.
- Scrub the grates with a damp cloth or sponge. Rinse the grates after you clean them off and let them dry before placing them back into the grill.

Tables and chairs:

Wipe down all tables and chairs with soapy water; dry.

Games:

Remove any grass and dirt; wipe down and dry.

Coolers:

Wash with soap and water; dry.

A FINAL WORD ABOUT CLEAN-UP!

The BPT belongs to the churches of TCBA and cleaning up the equipment is very important and *must* be done immediately after use. If the equipment was not cleaned properly by whoever used it before you, you must clean it before you use it. If you don't clean it, then the church who uses it next will have to, and you will lose your deposit.

Please notify TCBA of any issues. Some of the machines have special instructions regarding water, etc. Please follow these guidelines carefully.

Since the equipment is electrical, please unplug the machines before cleaning.

NOTE - Do not use any bleach products to clean the machines; use mild soapy water and rags or sponges. Do not immerse ANY of the machines in water.

Before packing the BPT, be sure to return **all** scoops and ladles, etc. to their proper places. The Sno-Kone and popcorn machines both have this type of equipment; please make sure they are **all** returned to the BPT in their respective containers.

RE-PACKING THE BLOCK PARTY TRAILER

Equipment placement and securing procedures

Repacking the BPT

It is extremely important that all equipment is secured properly with bungee cords in the wagon! Follow the trailer diagram for a view of equipment placement. Please load carefully to prevent equipment damage. Here are a few helpful guidelines for loading:

1. First load the blower for the bounce house in the back left corner.
2. Place the speakers in their proper place beside the blower. Secure these items with multiple bungee cords, utilizing eye bolts located behind these items.
3. Place the Sno-Kone Machine next to the speakers, secure by bungee cord utilizing the eye bolts located behind the machine
4. Place the Popcorn Machine next to the Sno-Kone machine, secure by bungee cord utilizing the eye bolts located behind the machine
5. Replace the sound system on the right side of the trailer by the door
6. Replace the chairs next to the sound system against the wall of the trailer
7. Tables go in front of chairs
8. The two tents and the long black stand bag go in front of the tables, secure by bungee cord utilizing the eye bolts located behind the items
9. Bounce house goes in last on the back right side of the trailer.

Repacking the Block Party Trailer

Before unpacking the BPT, please take a look and try to remember where and how the equipment is stored. Below are some photos of the BPT in its packed condition. There should be labels on the shelf and around the trailer telling you where to place the equipment. Please refer to it as you place items back in the trailer and secure them. All items must be secured to prevent damage during travel.



