



First Baptist Church Neighborhood Party Manual

First Baptist Church loves our community. We want our members to connect to and build relationships with their neighbors. We want our members to be able to meet the needs of their neighbors when the need arises. Most importantly, we want our members to create the opportunity to share the life changing Gospel of Christ. The Neighborhood Party Trailer is one tangible way of promoting neighborhood relationships and building stronger community bonds. The trailer is designed to make it simple and fun to host a party for your neighbors.

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Reservations

- Reservations must be made 14 days in advance of the pickup date.
- Complete the reservation form at <http://fbccabot.org/party-trailer>
- Reservations will be confirmed via email within 48 hours of receipt by the neighborhood party trailer coordinator. If you do not receive a reply, please check your junk mail folder.
- Note: the Neighborhood Party Trailer is for use by life groups, church ministries, and church members as an evangelism and outreach tool. It is not to be used for personal events.

Pick Up

- Neighborhood Party Trailer must be picked up at the time set during the reservation process.
- You will receive trailer keys, all requested food, and ice.
- The tow vehicle must be rated to handle at least 3500lbs tongue weight, 7000lbs gross weight, and be equipped with trailer brakes.
- The hitch requires a 2 5/16ths ball. A trailer hitch and ball are located in the trailer at the side door.

Return

- The Neighborhood Party Trailer needs to be returned in the SAME condition as it was picked up.
- Complete evaluation forms.
- Return keys and evaluation forms as scheduled during the reservation process.

Need to Know

SETUP – The example for set up on the following page is just an example. Each setup will be different to fit your specific needs and location. Our suggestions: one way in and one way out and have the grilling area away from all the activities.

ELECTRICAL HOOKUP - The popcorn machine needs to be on a dedicated power outlet. The sound system, sno-cone machine, and cotton candy machine can be plugged into the same power hub.

GENERATOR – The generators are equipped with carbon monoxide sensors. The wind may blow the exhaust into the sensor, causing the generator to shut down. If this happens, orient the generator so that the sensor will be downwind and allow the sensor to reset itself prior to restarting.

GAS – You may need more gas than the two (2) gas cans we supply. Please use non-ethanol gas, which can be purchased at Pride One Stop at the intersection of hwys 89 and 321.

GAZEBO-STYLE TENTS – Use tents for registration, face painting, sound system, finger nail polish area, and/or food area.

TABLES – You may need more tables and chairs than what is provided on the Neighborhood Party Trailer. If additional tables and chairs are needed, please contact the Neighborhood Party Trailer Coordinator.

FOOD & DRINKS – FBC will provide food for the grill as well as supplies for the popcorn, sno-cone, & cotton candy machines. Please let the Neighborhood Party Trailer Coordinator know how many people you expect to be feeding and your preferences of hamburgers, hot dogs, or both. You will need to provide drinks. **NOTE:** The cotton candy machine should not be used when the weather is hot and humid. The floss does not maintain its structure well in these conditions.

CONTACT INFORMATION – If you have any questions or issues while using the Neighborhood Party Trailer, please call or text Patty Riggs at 512-431-5293.

Setup

Example space set up:

Set up your neighborhood party the best for your location, this is just an example. [1 way in, 1 way out is best]



**use pop up tents at: registration, ticket area, face painting, sound, finger nail polish, food area

Registration Form

The Neighborhood Party Trailer is one tangible way of promoting relationships and building stronger community bonds. It is also a way for the First Baptist family to engage with those who are unchurched and/or who are non-believers. To that end the Neighborhood Party Trailer ministry team would like to learn as much as possible about the neighbors who attend our evangelical Neighborhood Party events. The information will be used to develop prospect lists for our engagement teams. Please use the registration forms at your discretion for neighborhood engagement events.



Neighborhood Party
Registration Form

Name:

Children's Names/Ages:

Phone:

Email:

**Do you attend
a church:**

☐☐

**If so,
where?**

Generators

Before Starting Engine

1. Place a 28" orange safety cone at each corner.
2. Verify engine oil level is correct.
3. Verify fuel level is correct.
4. Verify unit is secure on level ground, with proper clearance and is in a well ventilated area.

Starting the Engine

1. Verify that all electrical loads are unplugged from the unit's receptacles.
2. Open the fuel shut-off valve.
3. Turn engine RUN/STOP/START switch to RUN/ON.
4. Slide engine choke to Full Choke position.
5. Firmly grasp recoil handle and pull slowly until increased resistance is felt. Pull rapidly up and away.
6. When engine starts, move choke knob to ½ choke until engine runs smoothly, then fully into run position. If engine falters, move choke back to ½ choke position until engine runs smoothly, then to RUN position.

Note: If engine fires, but does not continue to run, move choke lever to Full Choke and repeat starting instructions.

Operational Note: The generator is equipped with a CO2 sensor. The wind can blow the exhaust into the sensor, causing the generator to shut down. If this happens, orient the generator so that the sensor will be downwind, and allow the sensor to reset itself prior to restarting.

Shut Down

1. Shut off all loads and unplug electrical loads from the generator panel receptacles.
2. Let engine run at no-load for several minutes to stabilize internal temperatures of engine and generator.
3. Move Run/Stop switch to Stop.
4. Close fuel valve.

Note: Under normal conditions, close fuel valve and allow generator to run carburetor bowl out of fuel. For emergencies, switch to Stop.

Note: Please report any issues to the Neighborhood Party Trailer Coordinator.

Inflatables

Guidelines

- A trained attendant 18 years old or older must be present at each entrance and exit.
- The inflatable is not to be used in a sustained wind of 15 mph or greater.
- If the air temperature is greater than 90 degrees, the inflatable usage time must be limited or usage suspended. NOTE: The temperature inside the inflatable is approximately 15 degrees higher than the outside air temperature.
- Curved hooked stakes must be driven into the ground at every tie-down point or a minimum of 60lb sand bags are to be attached at each tie-down point.
- If a generator is used for the inflatable blower, an orange cone must be set at each corner.
- No more than eight (8) individuals in the inflatable at a time for no more than 5 minutes at a time.

Set Up

- Lay out the 19x19 tarp on a non-rocky, dry, flat area.
- Lay out the inflatable on the tarp in the desired orientation.
- Unroll the inflatable.
- Set up the blower in line with the inflating tubes, then plug blower into the appropriate power source.
- Securely attach one inflatable inflating tube to the blower.
- Close off the other inflating tube, but not too tight, as this is to allow the air to flow through the inflatable without over blowing it.
- The inflatable's tower may need to be pulled to allow for proper inflation.
- Verify that the inflating tube is securely fastened to the blower, then turn it on.
- Leave the blower on throughout the operation of the inflatable.

Clean Up

- After usage, remove any debris from the inflatable and disinfect with the Peroxy solution. A rechargeable small vacuum cleaner is available to facilitate the clean-out.
- Once the inflatable has been properly cleaned, turn off the blower and unplug it.
- Once the inflatable has deflated, disconnect the inflating tube from the blower.
- When all of the air is out of the inflatable, fold the left and right sides of it into the middle.
- Then fold in half once more.
NOTE: Make sure the inflate tubes are not folded into the middle.
- Roll the inflatable from the opposite end of the inflate tubes.
- Once the inflatable is rolled up, secure the straps around it, load it onto the dolly, and secure the strap around the dolly.
- If the inflatable is damaged, notify the Neighborhood Party Trailer coordinator immediately.
- If the inflatable is wet, notify the Neighborhood Party Trailer coordinator so that the inflatable can be set up indoors to dry.

Note: Basic tutorial video available on the FBC website and app.

Popcorn Machine

Operating Instructions:

- 1) Turn all switches on
- 2) For first batch only: let kettle heat 4 minutes.
- 3) Add oil, then popcorn from pre-measured packet. Note: set packets on top of Popcorn Machine to melt the oil. This will make it easier to pour.
- 4) Dump when popping is about 99% complete.
- 5) Repeat step 3 and step 4 – always pop at least 5 batches each time you pop.
- 6) Wipe the outside of the kettle to remove any oil drippings.
- 7) For final batch only: turn the Kettle Heat Switch OFF as soon as corn starts popping rapidly (to raise kettle lid).

Cleaning Instructions:

WARNING: Keep kettle switch OFF when cleaning

- 1) Allow kettle to cool enough to handle.
- 2) Wipe out the inside of the kettle, kettle lid, crossbar, outside and underneath the kettle with a damp cloth.
- 3) Wipe down the inside and outside of the cabinet with a damp, soapy cloth.
- 4) Wipe out the bottom drawer with a damp, soapy cloth.
- 5) Wash scoop in soapy water.

NOTE: Do not immerse kettle in water. Do not use any other cleaner than soap and water.

NOTE: Basic tutorial video available on the FBC website and app.

Sno-Cone Machine

NOTE: Operator must be 18 years old or older.

Ice Requirements

The shaver can take ice cubes or block ice, if you break the block into pieces approximately 2 to 3 inches in size. The ice will not enter the shaving chute if the pieces are too large. One to two coolers of ice will be provided.

NOTE: Harder ice will result in a finer snow; soft ice will result in a coarser snow.

Operating Instructions:

- 1) Raise Hopper Lid (pusher cap) and load hopper with ice.
- 2) Close pusher cap, and apply gentle downward pressure.
- 3) Turn on the power switch.
- 4) Press and hold in the momentary switch; release the button once all of the ice has been shaved.
- 5) Do not lift the pusher cap until the motor is off and the shaver head has stopped.
- 6) Use ladle to scoop out balls of ice and fill sno-cone cup.
- 7) Pump desired syrup flavor onto ice.

NOTE: Never allow any foreign or metallic objects around the shaver area. Ice picks, scoops, and debris that may be in the ice often damage blades.

Cleaning Instructions:

- 1) Dump water and ice from the machine and ice chest.
- 2) Wash pans, ladle, ice scoop with warm, soapy water.
- 3) Wipe down interior and exterior of the machine with a damp, soapy cloth.
- 4) Thoroughly dry interior and exterior of the machine, as well as all other items.

NOTE: Do not use any other cleaner than soap and water.

NOTE: Basic tutorial video available on the FBC website and app.

Cotton Candy Machine

Set Up:

- 1) Set unit on a level surface. **Do NOT lift unit by spinner head.**
- 2) Lock-n-Go handles are used for transport. Rotate both handles to a vertical, UNLOCKED, position for use. This allows the bell housing to float freely on the springs during operation. **DO NOT operate with handles in the transport position.**
- 3) Place floss pan on unit.
- 4) Install Floss Stabilizer.

Operating Instructions:

- 1) With the main switch OFF, fill the floss head. Always fill it 90% full with floss sugar. This quantity is necessary to obtain a balanced condition in the floss head. **DO NOT OVERFILL!** Excessive vibration will occur if overfilled. Before turning the power on, manually turn the head to balance out the sugar. This will eliminate excessive vibration of the head.
- 2) **IMPORTANT:** Always turn machine off before adding more sugar.
- 3) Turn MAIN SWITCH and HEAT SWITCH "ON."
- 4) Turn heat control knob clockwise to maximum setting to initiate the fastest possible warm up.
- 5) The machine should start making floss in a few seconds. When the unit starts making floss, you must reduce the heat setting.
- 6) Turn the heat control knob counter clockwise to the marked operating position to eliminate smoking. If you operate the unit at "start up" setting, you will "carbonize" the ribbon (heat element). Never operate equipment for a prolonged period of time with the HEAT CONTROL in a position that causes the sugar to smoke. This will result in excessive carbonization of the ribbon (heat element). If you smell burning sugar or see smoke, reduce the heat.

Making Floss:

- 1) Keep hands away from spinning head!
- 2) Pick a cone; if it sticks in the stack of cones, twist it off the stack.

Shut-Down Instructions:

- 1) When completing operations for the day or any prolonged period, run the floss head completely empty of sugar.
- 2) Turn the Heat Control dial to the maximum position and allow the machine to run approximately 3-4 minutes. This will burn any excess sugar out of the floss head and prevent excess carbon build-up.
- 3) Turn the Heat Switch OFF and allow the motor to run for 1-2 minutes to cool down the floss head.
- 4) Turn the Motor & Main Switch Off and allow the motor to come to a complete stop.
- 5) **NEVER** put water in the floss head.

Cleaning Instructions:

- 1) Unplug the machine and wait for the floss head to cool down
- 2) Wash all pans/accessories in warm, soapy water
- 3) Wipe all surfaces with a damp, soapy cloth
- 4) Wipe the stainless steel parts with a stainless steel cleaning cloth

Note: Do not use any other cleaner than soap and water

Note: Basic tutorial video available on the FBC website and app.

Sound System

Included with the sound system are two Yamaha power speakers, two speaker stands, two microphones, an iPod touch, and cabling to make it all work!

Setting up stands and speakers

1. First thing you'll want to do is pull out the two speaker stands and get them opened up and ready to use. There's a knob you'll unscrew to allow the three feet to expand out. You'll want to let those expand out fully to have the widest spread possible, then tighten back down that knob.
2. Next, you'll want to unscrew the knob above the one you just worked with and extend the pole upwards to no higher than head height. Tighten back down that knob pretty tight and that should hold the two speakers with no problems.
3. Third, you'll want to grab both speakers and get them on the stands. It has a knob on it by where the pole will go in that you'll want to unscrew enough to where the pole can fit through the speaker. Once it has slid down the pole, tighten that knob back hand tight.

Cabling the sound system

1. All the cabling should be labeled on each end to help with connections. There's a longer grey speaker cable that will go between the two speakers to let you stretch them far apart if you want, or you can keep them closer together. I would say to separate them about 20 feet apart at least, especially if you're going to be speaking on a microphone to prevent feedback.
2. To get the sound system working, you should have 6 connections into the speaker with the amp built into the back of it
 - a. Power Cable
 - b. Each end of the short speaker cable that simply goes between the amp and the speaker connection right below it
 - c. The speaker cable that runs to the second speaker
 - d. A microphone cable (XLR) into the first input of the mixer then into the microphone
 - e. Two ends of the iPod touch's audio cable into its designated labeled spots
3. The only two power connections to the generator you should need to make are one cable from the speaker with the amp built into it, and then the power cable for the iPod touch (Just always leave the power cable plugged into the iPod touch during the event to ensure the battery won't die on you)
4. There is an extra cable in the bag that is a simple instrument cable (black with blue stripe). This can be used if someone wants to play a guitar and sing. You'd just plug that cable directly into an open input and start the level knob all the way at 0 and slowly bring it up as the musician plays the guitar to find the desired level.

Setting levels on the amplifier on back of speaker

1. You'll want to set the Red "MASTER" knob to where the labeled sticker shows

2. You'll want to start the first input's level (microphone) to 0 (lowest setting possible) to start and begin talking into the microphone and slowly turn that knob till you get to a desired level. When finished talking on the mic, turn that input's level back to zero until ready to make another announcement or speak again.
3. The same goes for the iPod touch's input. Start its input knob a 0 (lowest setting) and slowly bring it up while you have music playing from Spotify on the iPod until a desired level is reached.

iPod

1. There is a power button on the top of the iPod. Hold this down until you see the Apple logo on the screen then you can let go.
2. Once the iPod is on, the only app you should need to go to on it is "Spotify" at the very bottom of the screen. It is a green logo with 3 black curved lines inside of it. The iPod does not need to be connected to Wi-Fi, the music has been downloaded.
3. Go to "Your Library" tab on the bottom of the screen, then select Playlists. Select the playlist you'd like to play music from and you can press "Shuffle Play", and it should play through the songs in that playlist until you're ready to turn it off.
4. The volume up and down buttons are on the left side of the iPod. Turn the volume all the way up on the iPod, and then control the volume on the sound system with the corresponding input knob.
5. When finished, be sure to turn off the iPod before placing it back in the pouch and case. To do this, hold down once again on the top button on the iPod until you see a message across the top of the screen that says slide to power off. Slide the power symbol over to the right, and the iPod should power down.

When finished with the system, be sure to place all cables and pieces back in appropriate places to have it ready for the next group using it.

Face Painting

Painting

1. Wash skin with face cloth.
2. Dry skin using paper towel.
3. Activate paints by misting them with the atomizer.
Note: Too much water and the paint will run; too little water and the paint will not load on the brush and will not spread on the skin.
4. Use sponges to apply base colors of design in general shape.
5. Use brushes to add line work and details. Load brushes fully all the way to the ferrule by brushing back and forth several times over the wet paint surface.
Note: Use 3 small round brushes: 1 for black line work, 1 for white line work, and 1 for colored line work. This allows you to use all the paint loaded into a brush before washing it out.

Brush Care

1. Never touch or pull on the bristles.
2. Do not let paint dry on the brushes. During breaks rinse brushes thoroughly in water and dab on paper towel.
3. At the end of the event, thoroughly wash brushes with dish soap and let air dry.

Note: Face Painting is the most popular activity on the trailer and will need two tables.

Evaluation Form

It is important for the Missions Team to know if the Neighborhood Party Trailer is an effective tool in helping First Baptist Cabot building relationships within our community. As such, we ask that a representative from each Neighborhood Party Trailer station fill out the evaluation form.



NEIGHBORHOOD PARTY HIGHLIGHTS/EVALUATION FORM

[All involved need to fill out an evaluation form]

Life Group _____ Phone Number _____
 Event Leader _____ Cell Number _____
 Location Used _____
 Date of event _____ Time of event _____
 Target Audience _____
 Total Number in Attendance _____ Church Volunteers in Attendance _____
 How many times was the Gospel presented? _____
 How many decisions were made? _____: Salvation _____ Other _____
 Please circle the appropriate response for each and add comments on the back of this page if necessary.

	poor			excellent	
Were the trailer and its contents sufficient for your needs?	1	2	3	4	5
Were you successful in meeting your target audience?	1	2	3	4	5
How efficient was the process of checking out the trailer?	1	2	3	4	5
How efficient was the process of returning the trailer?	1	2	3	4	5

What could be added to or changed about the NPT to more successfully meet your needs?

How did your group publicize the event? Was it successful?

Which trailer item attracted the most attention?

Please note any problems with the equipment that might need attention before its next use. Use back of form if necessary.

Frisbee Golf

Obstacles

1. It is illegal for any player to move, alter, break or bend any natural obstacle (trees, signs, benches) between the lie and the basket.

Teeing Off

2. Every player must start off from a designated tee-off area. When the disc is thrown, at least one of the player's feet must stay inside the area.

The Lie

3. The lie is considered to be the point at which the disc lands after a throw. When throwing from this point, a player's foot may not pass the lie.

Losing a Disc

4. A disc is considered to be lost when the player has arrived at the point of its landing and searches for three minutes without finding the disc.

Putting

5. A hole is completed by putting a disc into the basket. The only way for a putt to be valid is if the disc lands in the chains or basket--not on top of the basket.

Corn Hole

Playing Area

1. Two Corn Hole platforms should be placed on a flat surface, with the front edges 27 feet apart.
2. The pitching areas are located on either side of the box, with the foul line being the line parallel to the front edge of the platform.
3. A player may toss from anywhere behind the front of the platform from which they are throwing, but all turns should be taken from the same side of the platform as the first toss.

Playing Equipment

1. The Corn Hole platform's playing surface is 24" x 48".
2. The front end should be 4" off of the ground. The rear of the platform should be 12" high.
3. The hole in the Corn Hole platform should be a 6" hole, centered 9" from the back and 12" from either side.
4. The bags should be made from duck canvas, and may be any color that is easy to see during Corn Hole play. Each bag is filled with approximately 2 cups of feed corn. Finished bags should be a minimum of 6" X 6" square and weigh between 14 and 16 ounces.
5. The game should be played with 8 bags. Each team will have 4 bags, all of the same color, usually a color easily distinguishable from the other team's bags.

Scoring

1. **3 points** - a bag that goes through the hole completely.
2. **1 point** - a bag remains on the playing surface, a bag that is hanging into the hole, but does not fall completely through, or a bag that is hanging off the edge of the platform, but does not touch the ground.
3. **0 points** – a bag that hits the ground before coming to rest on the platform, a bag that is on the playing surface, but is also touching the ground or another bag that lies on the ground, or a bag that is hanging off the front edge and is resting on a Corn Hole bag that is on the ground.
 - a. A bag that bounces on to the board should be removed before the next player tosses.
 - b. Scoring is done by cancellation. The difference of both teams' scores is the score given to the highest scoring team. If both teams score the same amount, no team will receive any points.

Game Play

1. In Corn Hole doubles, play partners shall stand at opposite Corn Hole boards on the same side. In singles play, both players will throw from the same board.
2. Each team will have 4 bags of one color; all 8 Corn Hole bags begin at one end.
3. If an agreement cannot be made as to which team shall take the first turn of the game, a coin flip will suffice.
4. The first team will then begin by throwing a Corn Hole bag at the opposite platform.
5. Teams take alternate throws until all 8 Corn Hole bags have been thrown. Teams then count the points scored during the round.
6. After scoring, the teams on the opposite end will then take their turns in the same manner. The team scoring the most points in the previous round will throw first to start the turn.
7. Play continues until either team reaches 21 points.

Jarts

Place the two circles on the ground about 35 feet apart. Stand behind the circle, holding the Jart by the handle in the palm of the hand. Toss at the other circle with UNDERHAND motion. Toss with high enough arc to let the Jart stand nearly upright when it strikes the ground.

Playing Turns:

Red plays first in first round. In each subsequent round the player scoring the most points plays first. Players toss Jarts in ALTERNATE turns.

Scoring:

In Jarts, you can score exactly 1-2-3-4 or 6 points in each round. A game consists of EXACTLY 21 points.

Point Scoring:

3 points for each Jart IN THE CIRCLE

1 point for the Jart nearest the circle

Scoring Possibilities:

- 1 point - nearest circle but none in circle
- 2 points - one Jart in circle less one point if opponent is nearest circle
- 3 points - one player with 2 Jarts in circle and opponent with one in circle or one Jart in circle and opponent is not near circle.
- 4 points - player with 1 Jart in circle and other Jart nearest
- 6 points - 2 Jarts in circle, opponent none.

Nearest means that a Jart is at least another Jarts length away from the ring.

If your score for a round takes you over 21, your total score for that round is deducted instead of added. To win, you must score exactly 21 points.

TUMBLING TIMBERS

AGES 8 + | 2 + PLAYERS

WINNING THE GAME:

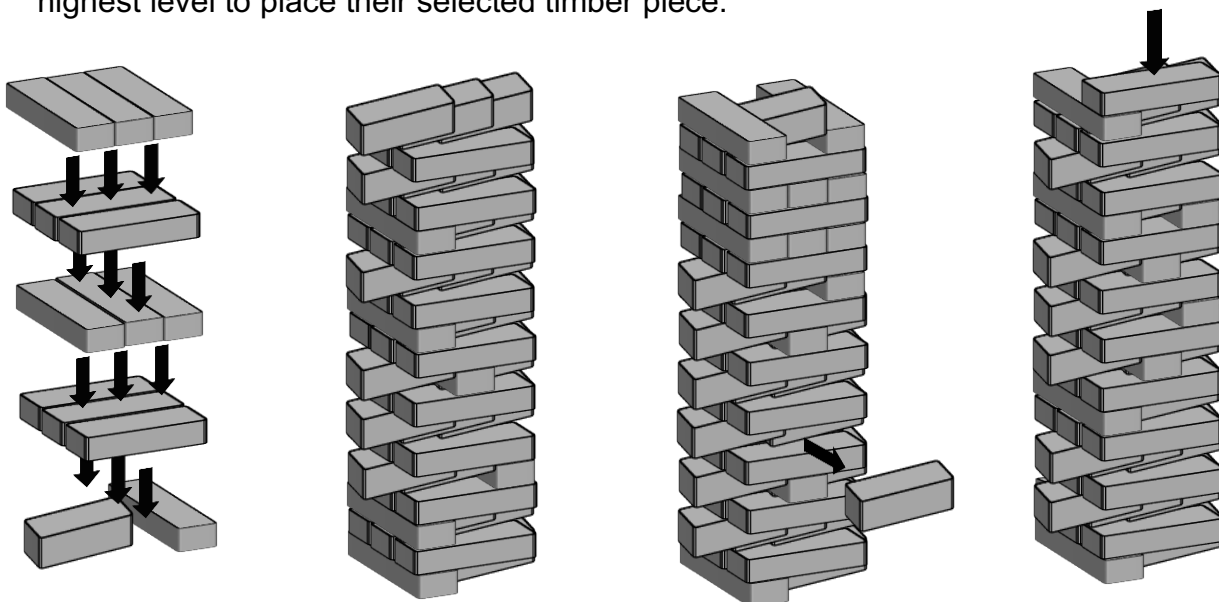
Be the last player to successfully pull a timber piece from the tower and place it on top without toppling the tower and you win!

GAME SETUP:

Find a flat, firm area or table top on which to stack the pieces. Take caution when selecting playing surface that harder surfaces can be damaged and damage the timber pieces when the timbers fall. Stack the timber pieces three across as shown in the diagram below using the two extra blocks at the bottom for added height.

Players go in order taking turns pulling out timber pieces one by one and stacking them on the top level. The top level must be completed with three timber pieces before placing subsequent pieces on top. Timber pieces may be taken from any level underneath the top-most complete level.

Once the tower is built, each player takes their turn to remove one timber piece using only one hand and to place it back on top of the tower perpendicular to the top level. The player must pull the timber piece out of the body of the tower and replace it at the top without the tower toppling. The player can pick any of the three spots on the highest level to place their selected timber piece.

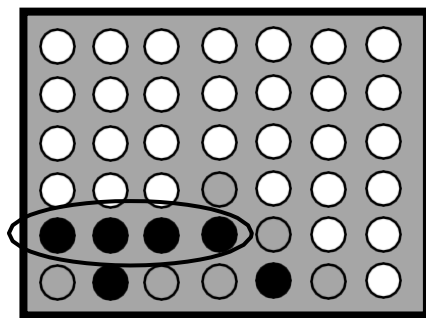


GIANT 4

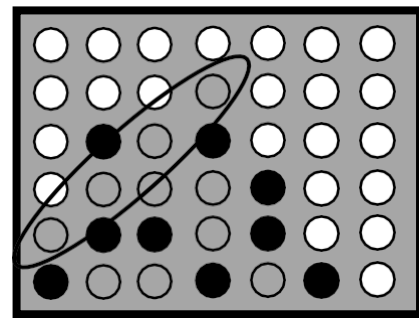
Instructions

AGES 8 + | 2 PLAYERS

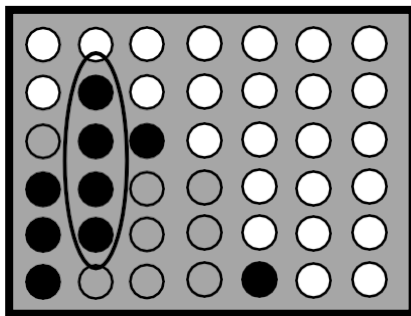
HOW TO PLAY:



Horizontal



Diagonal



Vertical

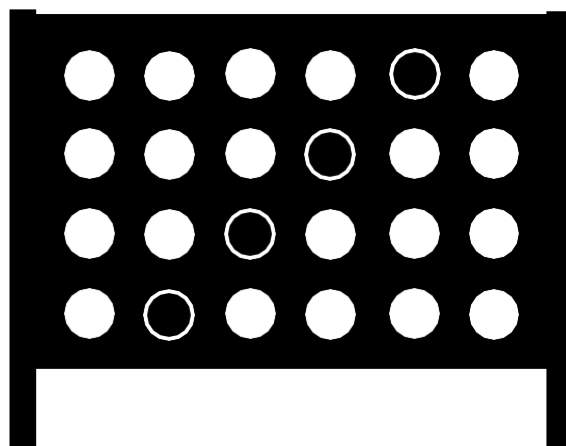
Each player/team splits up the coins. One player gets all blue coins, the other player gets all red coins.

The player with the closest birthday to today's date determines which player plays first. The player starting the first game will play second in the next game.

Players' alternate turns dropping a coin into any slot on the top of the grid.

Play alternates until one player gets four coins of their color in a row. The four in a row can be horizontal, vertical, or diagonal. See examples above.

To start another game, clear the board of coins by sliding out the bottom bar and let the coins drop out. Be sure to slide the bottom bar back in to place before starting another game.



USE AND CARE:

YardGames.com
Giant 4 sets are made with finished wood. For best use, keep sets stored indoors in a dry area.

Adult supervision is required for children playing this game.

GAME SETUP:

