Party IN A Box

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Trailer Inventory Checklist for Check Out & Check In

It is important to make sure you have a volunteer keeping track of what is being taken off the Block Party Trailer. All items must be placed back in exact order it was taken off. This helps so that nothing is lost or accidently taken by volunteers. Below is the check list of the items on the trailer:

- ☐ 3 Inflatable bounce houses
- ☐ Ground Stakes
- ☐ 4 Bounce house fans
- ☐ 1 Gas-powered generator, Gas can & Fire extinguisher
- ☐ Mallet, Jack hammer and Slide hammer
- ☐ Moving Blankets
- ☐ All Electrical cords needed

- ☐ 1 Popcorn machine; kernels, butter, and bags included
- ☐ 1 Popcorn scooper
- ☐ 1 Snow-cone machine; flavored syrup and cups included
- ☐ 3 Syrup pumps
- ☐ 1 Snow-cone scooper
- ☐ 1 Giant Cooler (for Ice)
- ☐ 1 Igloo drinking cooler (for water station)
- ☐ 1 Cotton candy machine: floss sugar, cones, stabilizer net, clips

- ☐ 3 Panel board games (Frisbee toss, bean-bag toss, baseball toss)
- ☐ 1 Bag of balls
- ☐ 4 Cornhole boards
- ☐ 1 Container of face painting materials

- ☐ 3 Portable tents
- ☐ 3 Plastic folding tables
- ☐ 5-8 Folding chairs

- ☐ Cleaning supplies
- ☐ First aid kit & Incident report form

First Things First...

1. Remember to have the Block Party Trailer and add-ons at the event location at least three hours before
2. Have a huddle with the host group and volunteers so everyone knows their role. Don't forget to pray!
3. Set up (see instructions below)
4. Have an idea of where you want everything to go before setting up your Block Party.
5. It's a good idea to have a registration table set up where people enter the event area. This will help you obtain information for follow-up.
6. Establish a place where you can use the generator that will be out of the way and not so loud but still central enough to where it can be used (If you do not know how to start the generator there are directions in the trailer.)
7. Make sure you do not have extension cords running through the middle where many people are walking.
8. Make sure to have the throwing games setup where people are throwing away from people and not at them.
9. For further detailed instructions, please review the owner manuals that come with the products.

Setting Up the Portable Tents

Note: You must have 4 people, one for each leg, to setup and takedown the portable tents. Please follow this guidelines because if you choose to do another way, then you will risk breaking the tent.

Setup:

1. Remove the tent from the bag and stand it up.
2. With 4 people, one for each leg, walk the tent out so that it opens to its make size.
3. All together begin to stand raise the height of the tent by pulling up on legs and pressing buttons.
4. Once the tent is at its max height, stake it down where you desire to have it. The stakes are in the tent bags.
5. It is encouraged to have a water station near the info table to make sure everyone stays hydrated.

Teardown:

1. Reverse steps 1-4.

How to use the Snow Cone Machine

What You Need:

1. Snow cone machine with scooper
2. Snow cone paper cups
3. Syrup bottles with pumps
4. Ice in a cooler

Setup:

1. Place Snow Cone machine on a level surface.
2. Place snow cone cups nearby machine ready for serving.
3. Place the ice that you are going to use in a holding cooler.
4. Set up the bottles of syrup with the pumps attached ready to be used.

Making a Snow-Cone:

1. Lift handle and place ice in the top of machine.
2. Place the handle down so that it is in the ready position to grind ice.
3. Press the button to turn on the grinder and press down on the handle until all the ice has been pushed through.
4. You may need to repeat steps 1 -3 to have proper amount of ice for snow cones.
5. Scoop the grinded ice into a snow cone paper cup.
6. Pump the desired amount of syrup on the snow cone and enjoy!

Cleanup:

1. Unplug snow cone machine.
2. Wipe down and dry entire machine inside and out.
3. Clean and rinse out syrup pumps.
4. Place the pumps and scooper inside machine.
5. Place machine and syrup bottles back in the proper spot in the trailer.
6. **DO NOT THROW AWAY SYRUP PUMPS!!**

How to use Popcorn Machine

What You Need:

1. Popcorn machine with scooper
2. Popcorn packets (contains the popcorn kernel, butter, and salt, which makes it easy)
3. Popcorn bags

Setup:

1. Place popcorn machine on a level surface.
2. Have popcorn packets and the bags ready to be used.

Making Popcorn:

1. There are three switches at the top of the machine. The first button would be the heat switch, the second button is the motor and the third button is the heat lamp that keeps the popcorn warm. Turn them all on.
2. Add the popcorn packet to the popcorn machine kettle.
3. Let the popcorn heat up and pop. Once you hear very few kernels popping, carefully dump the kettle so that the popcorn is removed.
4. Turn the heat button off if you're not planning to make any more popcorn. If you don't, the popcorn will burn and machine will begin to smoke and people will be concerned.
5. Scoop popcorn into bags and serve.

Cleanup:

1. Turn off all the buttons and unplug the machine.
   Note: The kettle is around 400 degrees so be very careful handling, use oven mitts provided
2. Unplug and remove kettle by turning kettle, as if you were dumping out popcorn, and lift it off its holder. Then let the kettle sit to cool down.
   1. Once cool, clean out all the remaining oil and butter so that it is ready to be used for next event.
   2. Place kettle back in machine and plug back in.
3. Wipe out the entire machine so that no popcorn, butter, or oil remains. The metal basin can be removed to be wiped out as well.
   Note: Be careful handling the doors on popcorn machine because they break easily.
4. Wipe off scooper and place back inside machine.
5. Place the popcorn machine in the proper place in the trailer.

Setting Up the Inflatables

What You Need:

1. Inflatable
2. Fan
3. People
4. Hammer/ Slide Hammer
5. Moving Blankets (only if you are setting up on concrete)

Setting up:

1. First, make sure trailer is secure and will not move while there are multiple people inside of the trailer working and moving to get inflatables out. Be sure to use the stoppers on both wheels and both jacks at the bottom rear of the trailer.
2. Use dollies to wiggle inflatables out from under the shelves. Then move inflatable to where you desire to set it up.
   Note: Paying attention to how the inflatable was folded up when unrolling it will make it easier for you when trying to roll it back up.
3. Unroll the inflatable so that it is lying flat and entrance is facing where you want it.
4. Locate the 2 tubes where the fan goes on the opposite side of the entrance.

5. Take the fan and strap it down. Tie up the other end by using the strap on the tube. Make sure all zippers and air pockets are closed as it begins to inflate, or you will lose a lot of your air.
6. Only stake down half of the inflatable at first. You want to make sure it is secure enough to not move, but at the same time
7. Plug the fan into the generator and hit the on switch. Let it inflate until max size.

8. **Generator:**
    1. Make sure there is enough Gas. ask someone who is experienced to safely ensure that everything is plugged in correctly. Then have them start generator.
    2. Situate fans and generator away from people for 1) safety 2) minimal noise.
    3. If you must use extension cords, use as few as possible. Try not to attach too many cords together and don't use unnecessarily long cords.
9. Stake the rest of the inflatable down.
10. Make sure you have at least 1-3 volunteers that are 18 or older to monitor the inflatable. Their head should be on a constant swivel of what's going on the device, around the device, the fans, cords and the generator.

Take Note:

- Make sure the inflatable is secure. Firmly plant stakes no less than halfway into the ground and do not place inflatable on a hill or rocky ground
- Do not operate inflatable during inclement weather. If it begins to rain or snow, turnoff the fan and cover the inflatable with a tarp ASAP.
- Do not mix ages of children playing on the inflatables. For example, a four-year-old should not be in with a 9-year-old.

Running the Inflatable:

1. Make sure you have at least 1-3 volunteers that are 18 or older to monitor the inflatable and the children.
    1. One letting kids in and another watching the kids and make sure the fan does not get knocked over. Their head should be on a constant swivel of what's going on the device, around the device, the fans, cords and the generator.
2. Let in between 4-6 kids depending on size and weight.
3. You can determine the appropriate time the kids spend in the inflatable.

Teardown:

1. Make sure all the kids are out of the inflatable and away from the area.
2. Sweep out and properly clean the inflatable.
3. Turn off fan, unplug it and shut off the generator.
4. Untie both tubes and unzip the large zippers so that the house can deflate. (Some fans may have a reverse airflow feature for ease of use).
5. Let the inflatable deflate by itself for at least five minutes before attempting to roll up.
6. Then remove the stakes.
7. Once deflated, fold the inflatable into thirds with the tubes sticking out at the one end and the entrance at the other.

8. Starting at the entrance, have 2 or 3 people tightly roll up the inflatable. You may have to do this twice because of the air.
9. Place the inflatable back on dolly. If it does not fit, you will have to refold and reroll it until it does.

General Clean Up & Teardown

Review trailer and inspection checklists while tearing down

1. Cleaning supplies are provided to make sure that everything is cleaned after the event:
2. Place all items back exactly where you found it. Use checklist to make sure everything is accounted for.
    1. Have a person checking back in all the equipment that was taken out of the trailer so that nothing is lost or accidently taken.
3. Make sure everything is in its proper place in the trailer and secured down tightly so that it will not move during the transportation of the trailer. This is important because this trailer has been packed especially for weight distribution.

Remember: Do not leave the trailer a mess. Other people will be using the trailer after you, leave it in the same condition you would like to receive it.

If it begins to rain or winds are too strong, bouncers MUST be vacated and turned off immediately

Note: If your event was rained out and the tents and Bounce House became wet during the event, you ***must*** find a place where they can dry out before folding them back up. If you do fold them back up wet, they will mold. If you cannot find a place to dry them out before having to return the trailer inform the Staff member who is receiving the trailer next that they will need to set them up and dry them out ASAP.

4. Make sure everything is dry and clean before returning equipment to trailer.
5. Have a person checking back in all the equipment that was taken out of the trailer so that nothing is lost or accidently taken.
6. Make sure everything is in its proper place in the trailer and secured down tightly so that it will not move during the transportation of the trailer.

Weather:

Please be constantly be aware of possible inclement weather even if they report good weather.

1. If it begins to rain or winds are too strong, bouncers MUST be vacated. The generator along with all other plug in equipment turned off immediately
2. If your event was rained out and the machines, tents and bounce house became wet during the event, you ***must*** find a place where they can dry out before folding them back up. If you do fold them back up wet, they will mold. If you cannot find a place to dry them out before having to return the trailer inform the staff member who is receiving the trailer next that they will need to set them up and dry them out ASAP.
3. We don't want to risk mold getting on the equipment

Drop off

Bring Block Party Trailer at predetermined location. Be sure to:

1. Do a final inspection
2. Submit:
    - Pictures
    - Numbers
    - Lawn signs
    - Receipts in Zip lock bag
    - Jot down any cool stories to share

Post-Game

1. Check-in: Review and discuss the Block Party with Host Group, neighbors and volunteers. Be sure to take notes and share details with Campus Pastor, especially life change stories!
2. Follow-up: Invite neighbors to Group, then invite them to church!