

FALL FUN FEST / IMPORTANT INSTRUCTIONS FOR FALL FUN FEST TEAMS!

Please read over the following information very carefully so we can make sure we are all on the same page for our very special event on Saturday, October 25th. Make special note of instructions that concern the area where you have signed up to work. Please try to arrive by 4:15. At 4:30 we will give last minute instructions and pray together as a group. Some jobs might require you to arrive a little earlier than that so please read through your role instructions!

CLEAN UP: We ask that everyone stay for a little while after the event to help clean up your area. We have never had to stay more than an hour and if everyone helps, sometimes we get done even faster!

SETUP TEAM: Ali Carlton, Conor Carlton, Shanna Howe, Peyton Miller, Jordan Miller, Sheila Steve, Qua Hoskins, Serinity Crain

Please Arrive as close to 2PM as possible. Meet in the Activity Center to receive the setup plan.

GREETER TEAM: Sheila Steve, Kelly Wreshe, Charles Lawyer, Peyton Miller,

Please be here and ready to go by 4:15. Doors will open to the public at 5:00. (Some years we have had people wanting in prior to 5:00. Please just keep the doors shut and let them know we open at 5:00.) Be on alert for anyone needing the elevator and direct them accordingly. One year, we had someone who needed a wheelchair, so I will have one downstairs where you can get to it. You will also need to point people to bathrooms. Each Greeter will be stationed with a Security person. Assignments are listed below and will be on a rotation.

SECURITY TEAM: Conor Carlton, Dave Dunson, Kevin Neal, Logan Dautenhahn, Tyler Thalken

We are counting on you to watch out for any potential issues and handle them as discreetly as possible. We've been blessed to never have had any real problems and don't anticipate any this year, but it is vital to be alert and prepared. Please plan to be here no later than 4:15 to get your walkie talkies and be ready for when the first person arrives at 5:00. We will have one police officer, or retired officer, with us as well. Each Security Team Member will be stationed with a Greeter. Assignments are listed below and will be on a rotation. At the end of the night, walkies need to go back to the kid's area. Please check the parking lots periodically.

GREETER & SECURITY TEAM ASSIGNMENTS:

Activity Center Entrance: Welcome guests and encourage people to sign up for our drawing. They do this by texting the word PRIZE to our text in church number (918-228-5718).

Activity Center Exit: Thank them for coming and give them the flyer about Candypalooza at church on Sunday.

East Entry Door: Welcome guests, point them to the Activity Center. Give bags to any who may not have one. I will get these to you. (You will be the primary ones who must keep the doors locked until 5:00. Please do not open them until that time.)

Inside the Activity Center, by the hallway, directing people to the restrooms: Point people to how to get to the bathrooms. (There will also be signs.) You will also be responsible for checking on toilet paper from time to time and making sure people aren't hanging out or causing problems in restrooms. I will have extra toilet paper and trash bags for you.

INFORMATION BOOTH TEAM: Joseph & Nicole Ramirez-Trejo

The Info Booth serves multiple purposes. It has information about the evening and about church on Sunday, it also serves as a lost and found, first aid station, and you will have info on how to contact the security team. You will be at a Kiosk at the top of the stairs, so you will also act as a greeter(s). Please be in place by 4:15.

PRAYER BOOTH TEAM: Dane Tyner, Maggie Stoltie

The Prayer Tent will have a table and some chairs where people can chat and pray with someone if they feel compelled. There are some cards that will be there, use these if they would like to put down their information to have someone follow up with them at a later date. Please be here by 4:30 for the meeting and prayer!

TRICK-OR-TREAT BOOTH TEAM: Beth Jennings, McAdams Family, Carltons/Rose Mary Hill, Dautenhahn Family, Val Lahmeyer Family, Oxford/Lynn Lahmeyer, Jewelina & Olivia, Miller Family, Pride Family, Carolee Lee, Warden Family, Wilson Family.

Please be in place with your team at 4:00 and be done with setup by 4:45! You can arrive as early as 2PM to setup. Your name will be at your booth/station. Every booth will have a 6' table and two chairs. Let me know if you need something different. I will also be distributing the candy to you throughout the night. We will be giving you bags of approximately 350 pieces of candy. Please give out one piece at a time (two if they are small), and do not just allow the children to grab handfuls! If we see that we are going to have more than enough, I will let you know that you may begin being a little more "generous" with your candy. You will have a "teal pumpkin" for every booth. Teal Pumpkins have allergy friendly trinkets in them. Please only give to kids or parents who ask to pull from that bucket. If you run out of candy DO NOT hand out the trinkets from the teal pumpkin stash. Those items need to be reserved for kids who can't eat the candy for whatever reason. Please be reminded that we want to keep all costumes and decorated trunks "family friendly" and not scary or suggestive. Also, do not plan any hand-outs, written or other-wise, other than the ones we provide. It is critical that we recognize we are representing Highland Park...and, more importantly, JESUS!

FOOD-SERVING TEAM: Aaron & Marlo Willadsen, Jonathan & Luci Hunter, Darlene Gonzalez, Mike & Erin Casillas

Please get here by 4:15 to help finalize setup and work out who will do what. We will begin at 5:00, and there is usually a large group when the doors first open. Conor Carlton will be grilling hot dogs starting at 4 PM. There will be tables set up and see me (Ali) when you arrive and I'll explain the direction the serving is to be done.

PHOTOGRAPHY OF EVENT:

We ask that EVERYONE be taking candid shots of our evening. Try to get pictures of every area and lots of happy faces! Hashtag your photos #FallFunFest2025 and post to the Highland Park Facebook Page!

POPCORN SERVING TEAM: Audrey J, Jay Hoskins, Meagan Pierce, (Jordan Miller if needed)

We will have two popcorn machines set up. Instructions are with the popper. Please arrive at 4:15 so you can start popping the popcorn. This booth stays very busy!

HOT CHOCOLATE/COFFEE SERVING TEAM: Sue Nicely & Hope Jennings

We will have hot water for hot chocolate with packets and then decaf coffee. Please make the hot chocolate for guests to keep the mess to a minimum. We have an electric frother you can use to mix it and we have marshmallows to add in. We also have lids!! Please arrive at 4:15 so you can start getting the water in the carafes and get the coffee made. This booth stays busy if it's cold outside.

TABLE HOST TEAM: John Wilson, Phyllis Wilson, Brian Jennings

Your group's primary role is to be at the tables to just be a friendly face for our guests when they sit down to eat a hot dog and enjoy the music. Your secondary role is to try to keep the tables wiped off between groups who use them. Obviously, there is not a lot of time for major cleaning, but removing trash and wiping off the tables will be helpful to the families. I will provide some Clorox Wipes, paper towels, and plastic gloves. There will be large trashcans out there. Please don't stress that there is not a person for every table or that you need to be keeping it like a restaurant! We just want it to be a friendly place for our guests.

FACE-PAINTING TEAM: Jason McAdams, Patrick Stoltie, Emily Williamson, Jennifer Birch

Please be in place with your team at 4:15 and ready to begin when the first guest arrives at 5:00! You will be doing face painting and tattoos. This will be set up ahead of time. There is a board with a select number of designs. Feel free to tell kids they need to choose a design from the board, if you want to do

something else that is totally fine, but try to not do full face paint because this booth tends to get a long line and we want to move kids through as quickly as possible. Please check in with me (Ali) when you arrive!

LIVE MUSIC & ANNOUNCEMENTS: Brian Jennings (Emcee)

Unfortunately, we will not have live music again this year, but we will have an awesome playlist 😊

PHOTO BOOTH: Corey & Aiden Hadley

Please be in place with your team at 4:15 and ready to begin when the first guest arrives at 5:00! We have 120ish mini polaroid films, so ideally it's only one pic for family. You can also offer to take pictures of them on their phones.

PUMPKIN DECORATING CONTEST: Shanna Howe, Pat Howe

Please be in place with your team at 4:15 and ready to begin when the first guest arrives at 5:00! You will have two or three tables to display pumpkins. Encourage people to vote (Ideally once per person, but we are using the honor system). Close down voting at 6:30pm so we can count votes and announce the winner shortly there after.