



Heartland Church is proud to be an official host church for the 2024 Night to Shine, sponsored by the Tim Tebow Foundation. Night to Shine is an unforgettable prom night experience, centered on God's love, for people with special needs, ages 14 and older. The event will take place in hundreds of churches around the world simultaneously on February 9, 2024. No prior training or experience working with individuals with special needs is required. For more information, please contact Pastor Bryan Phelps bryan@heartlandpaducah.com or visit www.heartlandpaducah.com/nts

Volunteers 18 years and older will be required to complete a background check. Minors must be 16 years or older to serve alone and under 16 years can serve accompanied by an adult. All volunteers need to attend ONE of our training meetings. Meeting will be held at Heartland Church on January 21st at 2:00pm or 3:00pm. January 24th 5:00pm or 6:00pm (you can join these meetings via Zoom).

VOLUNTEER ROLES

FUNDRAISERS

Night to Shine is a team effort in every way. Please help us fully fund this night by making a personal donation as well as helping secure donations and in-kind gifts to help make this night so special. Please contact Bryan Phelps for more information.

BUDDY

Accompany and assist assigned guest throughout the evening, providing companionship and any assistance they may need during the event. Sit with their guest during dinner and engage with them in conversation. We require volunteer buddies be at least 16 years old. **Time Requirements:** 2/9/24 check-in at Heartland at 5:15pm and serve until the end of the event.

GUEST REGISTRATION AND CHECK-IN

This team will work together with Night to Shine leadership in the days prior to the event to contact and confirm all guest and plan the check-in process. The night of the event, this team will check-in guest and connect them with their buddy for the evening. **Time Requirements:** If the days prior to the event you will have opportunities to make phone calls confirming guest participation. On 2/9/24 check-in at Heartland at 5:15pm and serve until guest are checked in, approximately 6:45pm.

DECORATIONS & SET-UP

This team will work together in the weeks prior to the event to plan the event décor and help execute their plans in the days leading up to the event. **Time Requirements:** Those planning the decorations will meet 1-2 time prior to the event and may assist in collecting supplies. 2/8/24 The decorations team will work through this day setting up and decorating spaces at Heartland Church.

VOLUNTEER CHECK-IN

Greet all volunteers, give them their name badges, and direct them to their team leader and meeting location. **Time Requirements:** Be at Heartland Church at 4:30 on 2/9/24. The last team checks in at 6:45pm.

HOSPITALITY & TRANSPORTATION TEAM

Welcome guests as they arrive, and help them find their way to the main event space, activities and restrooms. Assist guests as they exit vehicles, and help them find the registration area. Facilitate transportation from main building to the youth center. Be available as guests return to their vehicles following the event. **Time Requirements:** 2/9/24 5:15pm until the event ends.

FOOD PREP & SERVICE TEAM

Assist caterer with unloading food, additional food preparation and set up food and beverages in the main event space and in

the Respite Room. Serve food to guests in main event space and Respite Room (for parents, caretakers or family members). Be knowledgeable about the items and assist guests in finding what they would like (especially if they have dietary restrictions or allergies) and refill food warmers, drinks and snacks. **Time Requirements:** 2/9/24 5:30pm– the end of dinner service, approximately 7:30pm. If you are available to assist the caterer earlier in the day, please let us know.

RED CARPET TEAM / PAPARAZZI

Assist guests as they make their way down the red carpet, manage flow of traffic and cheer them on to make them feel welcomed. Take photographs and treat participants like honored guests and celebrities. Provide a quiet alternative for those with sensory issues. You are welcome to make signs to encourage and honor our guest. **Time Requirements:** 2/9/24 check in at 6:30pm and finished by 7:45pm.

RESPITE ROOM

Love on the parents/caretakers by serving food, spending time getting to know them and being available to pray with them. **Time Requirements:** 2/9/24 check in at 5:30pm and serve until the event ends.

HAIR, MAKEUP & SHOE SHINE

Arrive at the designated time and assist set-up team with the salon area. Welcome each guest to a salon station for hair and makeup or to a seat for a shoe shine. Chat with them while you pamper them and make them feel special. We are seeking professional stylist to help with and supervise hair and makeup. **Time Requirements:** 2/9/24 check in by 5:45pm. This area should be finished by 7:30pm.

WARDROBE

This team will work in the weeks prior to Night to Shine. Many of our guest need assistance with formal wear and we will collect donations and offer fitting appointments for our guest to come and try on some of the available options. **Time Requirements:** Tentatively we are looking at the week of January 8th to size and sort dresses before offering appointments for fittings as volunteer availability allows.

FLOWERS

Assist florist with making and preparing corsages and boutonnieres prior to the event. Help guests select and pin on their flowers the night of the event. **Time Requirements:** 2/8/24– meet at Heartland at 10:00am to arrange fresh flowers. 2/9/24 check in at 5:45pm. Note that these times are separate choices on your registration form as you may do one or both of them.

ACTIVITIES ROOMS

Set up and participate in any additional activities (karaoke, games, and crafts) with the guests. Encourage them and maintain a fun atmosphere. **Time Requirements:** 2/9/24 check in at 6:30pm and serve until the end of the event.

DANCE FLOOR

Monitor the dance floor and the perimeter to make sure there are no “wallflowers.” Invite them to dance and engage with them. Assist buddies with the crowning ceremony and distributing gifts as guest leave. **Time Requirements:** 2/9/24 check in at 6:30pm and serve until the end of the event.

SENSORY ROOM

Spend time with guests who may have become over-stimulated on the dance floor or in other areas of the prom. Interact with them by singing, participating in sensory activities or simply providing them with some quiet time. **Time Requirements:** 2/9/24 check in at 6:30pm and serve until the end of the event.

TEAR DOWN / CLEAN-UP

Take down decorations, tables, chairs, etc. and clean up the event space. **Time Requirements:** 2/9/24 check in at 6:45pm and assist each area as they clean up and return supplies.