

Evangelistic Block Party Trailer Manual

Dallas Baptist Association

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Dallas, TX 75228

214-319-1159

www.dba.net



Revised June 2020

Evangelistic Block Party Trailer (EBPT) INSTRUCTIONS

Dallas Baptist Association

Contact Cindy Burr to schedule the trailer

214-319-1159 or email cindyburr@dba.net

**Pick up and return the EBPT to Grand View Baptist Church
(1401 I-30, Mesquite, TX 75150 972-681-2284)**

This trailer provides the basic resources needed to conduct an evangelistic block party in any community within the Dallas Baptist Association. We are providing this trailer to help DBA churches maximize their outreach budget and help some that would not otherwise have the resources to conduct a block party. We also want to help churches know how to reach out to lost people through this event. The rental fee is to help offset the cost of maintaining the EBPT. It is estimated the contents would rent for \$1200 a day. *Any additional contributions you wish to make will go toward adding additional items in the trailer and making repairs to equipment or the trailer that go beyond the total fees collected.* **You also may want to provide a scholarship for a small-membership church to use the trailer.**

These instructions explain how to use each component in the trailer and return it to Grand View Baptist Church so that it is ready for the next church to use. This guide is located on the front shelf of the trailer. Please return it there when you are finished.

These instructions are also printed on individual laminated sheets that are located in the Miscellaneous Bin. They can be given to the person responsible for each area.

DALLAS BAPTIST ASSOCIATION

Evangelistic Block Party Trailer (EBPT) USAGE POLICIES

1. The Evangelistic Block Party Trailer (EBPT) is reserved for use by churches, missions and partner organizations of Dallas Baptist Association.
2. The EBPT may not be taken outside of the DBA area without approval from the office of the DBA Executive Director.
3. **The rental fee for the EBPT Trailer is \$200.00.**
4. Any damage to the trailer or equipment should be reported upon return of the trailer.
5. **Churches will be responsible for repair fees for damage of the trailer or equipment resulting from neglect or abuse.** (Any usage not in compliance with EPBT Instructions.)
6. A church will not be able to reserve the trailer until any past fees for usage or damage by that particular church are paid.
7. Churches must reserve the trailer at least two weeks in advance. To reserve the trailer, contact Cindy Burr at 214-319-1159 or email cindyburr@dba.net.
8. **Each church is responsible to carry insurance adequate to cover liability and damage claims associated with the use of the trailer.**
Proof of insurance required prior to use.
9. EBPT will be picked up and returned to Grand View Baptist Church (1401 I-30, Mesquite).
10. There may be special requirements for pick up and return depending on the reservation schedule.
11. Each church should clean and sanitize the equipment in the trailer before and after use. The virus that causes coronavirus disease 2019 (COVID-19) is stable for several hours to days in aerosols and on surfaces, according to a new study from National Institutes of Health, CDC, UCLA and Princeton University scientists in The New England Journal of Medicine. The scientists found that severe acute

respiratory syndrome coronavirus 2 (SARS-CoV-2) was detectable in aerosols for up to three hours, up to four hours on copper, up to 24 hours on cardboard and up to two to three days on plastic and stainless steel. (Reported by National Institute of Health, News Release, March 17, 2020) DBA cannot guarantee that the equipment is free of the coronavirus so each church is responsible to take the proper health protocol steps. (See attached health protocols for outdoor events).

12. If the church anticipates that the estimated attendance will exceed 500 individuals, the church should seek local approval from the proper authority (city).
13. **Completed rental form, agreement to training requirements, proof of insurance and payment in full must be received in the DBA office before an organization can take possession of the EBPT.**

MINIMUM STANDARD HEALTH PROTOCOLS



CHECKLIST FOR OUTDOOR EVENTS

Outdoor events, such as July 4 celebrations and other large outdoor gatherings with estimated attendance of 500 or more, are permissible to hold in Texas. The county judge or the mayor, as appropriate, in coordination with the local public health authority, may decide if a particular outdoor event should be modified or the occupancy further limited based on the facts and circumstances of the event and COVID-19 in the particular jurisdiction, based on the factors set forth below.

The following are the minimum recommended health protocols for all outdoor events in Texas. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

Health protocols for individuals:

- Individuals aged 65 or older are at a higher risk of COVID-19. To the extent possible, avoid contact within 6 feet with individuals aged 65 and older. Individuals aged 65 and older should stay at home as much as possible. Large gatherings, even those held outside, pose a significant risk to this population.
- Individuals should avoid being in a group larger than 10 individuals (including those within the individual's household). Within these groups, individuals should, to the extent possible, minimize in-person contact with others not in the individual's household. Minimizing in-person contact includes maintaining 6 feet of separation from individuals. When maintaining 6 feet of separation is not feasible, other methods should be utilized to slow the spread of COVID-19, such as wearing a face covering or mask, washing or sanitizing hand frequently, and avoiding sharing utensils or other common objects.
- Individuals should maintain 6 feet of separation from others outside the individual's group. A group is defined as no more than 10 persons including the members of the household and those persons who traveled together to the event.
- Self-screen before going to an outdoor event for any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19

MINIMUM STANDARD HEALTH PROTOCOLS



OUTDOOR EVENTS: Page 2 of 2

- Wash or disinfect hands after any interaction with employees, other individuals, or items at the outdoor event.
- Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) at the outdoor event when within 6 feet of another person who is not a member of the individual's group.
- Clean and sanitize any items before and after use.

Local approval factors:

- Local approval for large outdoor gatherings (those with an estimated attendance exceeding 500 individuals) is appropriate in this instance because a statewide standard is unable to take into account the various factors needed to ensure such a gathering in varied locations is safe and will minimize the spread of COVID-19. Further, business parity is not an issue at large outdoor events.
- In evaluating large gatherings (those with an estimated attendance exceeding 500 individuals), the county judge or the mayor, as applicable, in consultation with the local public health authority, should consider the following factors:
 - The overall number of projected attendees;
 - The likelihood of individuals over the age of 65 attending;
 - The density of the forum and the ability to ensure social distancing of 6 feet between individuals; and
 - The level of transmission in the county.
- Gatherings of less than 500 individuals may proceed consistent with all the health protocols above without approval of the county judge, local health authority, or mayor, as applicable.

EVANGELISM BLOCK PARTY TRAILER (EBPT)

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EVANGELISM

1. Priority reservations are given to churches that are using the EBPT for Evangelistic Outreach.
2. The Evangelistic Block Party is intended to make contacts and present Jesus to people who will not usually come to church.
3. Assign at least three people with the responsibility to walk around and talk to people. You can talk to parents and/or children as they stand in line, eat, or following presentations. Each person should "be prepared to give an answer to everyone who asks you to give the reason for the hope that you have."
4. *Plan to give away Bibles, videos, or other information that may be successful in communicating the gospel.*
5. Visit www.namb.net/interfaith for free *Belief Bulletins on witnessing to people of other religions.*
6. Each person working the games and venue needs to be intentional about sharing their faith as they work.
7. Remember, you are not there to do just a block party. You are doing a block party so you can share your faith in some way. *Be intentional about talking about Jesus and what He's done in your life.*

TENTS

Before setting up any of the tents, please consider if we are having a windy day. ***Any winds in excess of 20mph can damage the tents. If the wind reaches these speeds during the party, the tents should be taken down immediately. Churches will be held responsible for damage to any of the tents.***

*If the tents become wet for any reason, please use the shop towels in the supply bins to dry them off before returning them to the trailer. **If you are unable to dry them for some reason, let Cindy Burr at DBA know immediately upon the return of the trailer.***

1. There are three 10'x10' EZ-UP tents.
2. Use four people to set up tents. EZ-UP tents can be set up in about 4 minutes each.
3. **SETTING UP THE TENTS:**
 - a. Take the tent out of the bag and stand it on its feet.
 - b. Place your foot on the pole foot and extend the legs to the maximum height. (Push in the silver button on each leg and pull the pole upward. The silver button will pop into the next hole. Press again and pull the pole until the tent is at the desired height.)
 - c. Push the canopy up until it snaps into the top button.
4. **TAKING DOWN THE TENTS**
 - a. This is most easily done with four people.
 - b. Lower the legs by pushing in the silver button until you are at the lowest height.
 - c. **Pull the pin ring at each corner to release the canopy lock.**
 - d. Have each person take a corner pole and push the tent toward the center.
 - e. The tent will collapse very easily.
 - f. Please carefully dry the canopy and clean the feet before returning to the bag.
 - g. Leave the canopy on the legs when replacing it in the bag.

POWER / GENERATOR

1. The EBPT comes with a 6250 volt generator, two 50 foot cords, and four 100 foot cords. **It is best to use power from the facility or church.**
2. The generator needs to be located far enough from the events to prevent the noise from disturbing the presentations. Two gallons of gas should run for the entire time of an average evangelistic party.
3. Please check the oil before cranking. Please note if there is a "low oil" light.
4. PLEASE TRY TO RUN THE GENERATOR UNTIL THE GAS TANK IS EMPTY BEFORE RETURNING IT TO THE EBPT. **DO NOT LEAVE GAS CAN OR UN-USED GAS IN THE EBPT.**
5. You may need to alternate the popcorn and snow cone machines if you are working on generator power.
6. The generator may not have enough power to run all the equipment at one time.

**REMINDER:
DO NOT LEAVE UN-USED GAS
IN THE GAS CAN IN THE TRAILER.**

SOUND SYSTEM

The EBPT includes a JBL EON ONE PA System. Included in the EON ONE package are the base, 2 listening height spacers, 1 column speaker array and a power cable. DBA has also provided a microphone in a bag, microphone cable and TRS dual cable. The microphone and various cables are in a blue bag. They have blue tape on them to help you remember it all goes together back into the blue bag.

The EON ONE Quickstart Guide is included on the next page and a copy is also in the blue bag. For more detailed instructions, you can read/download the complete user's guide at www.jblpro.com/eonone.

You should set up and test the sound system well before time for use to be sure you have everything connected correctly.

Please do not use the sound system near any water or heat source.

Please be sure everything is returned – all the various cables and the microphone – with the sound system. The next church to use the block party trailer will appreciate your diligence.



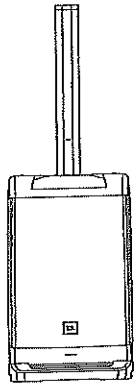
EON ONE

BLUETOOTH AUDIO | ONE HAND CARRY | LEGENDARY JBL SOUND

QUICKSTART GUIDE

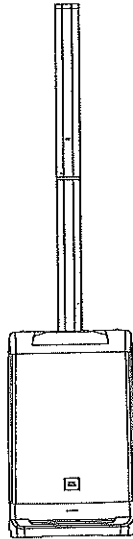


LISTENING CONFIGURATIONS



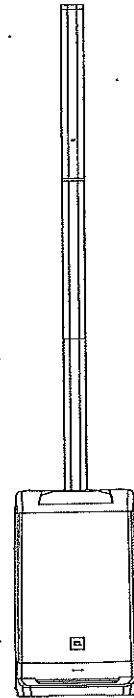
①

Speaker Only



②

1 Spacer



③

2 Spacers



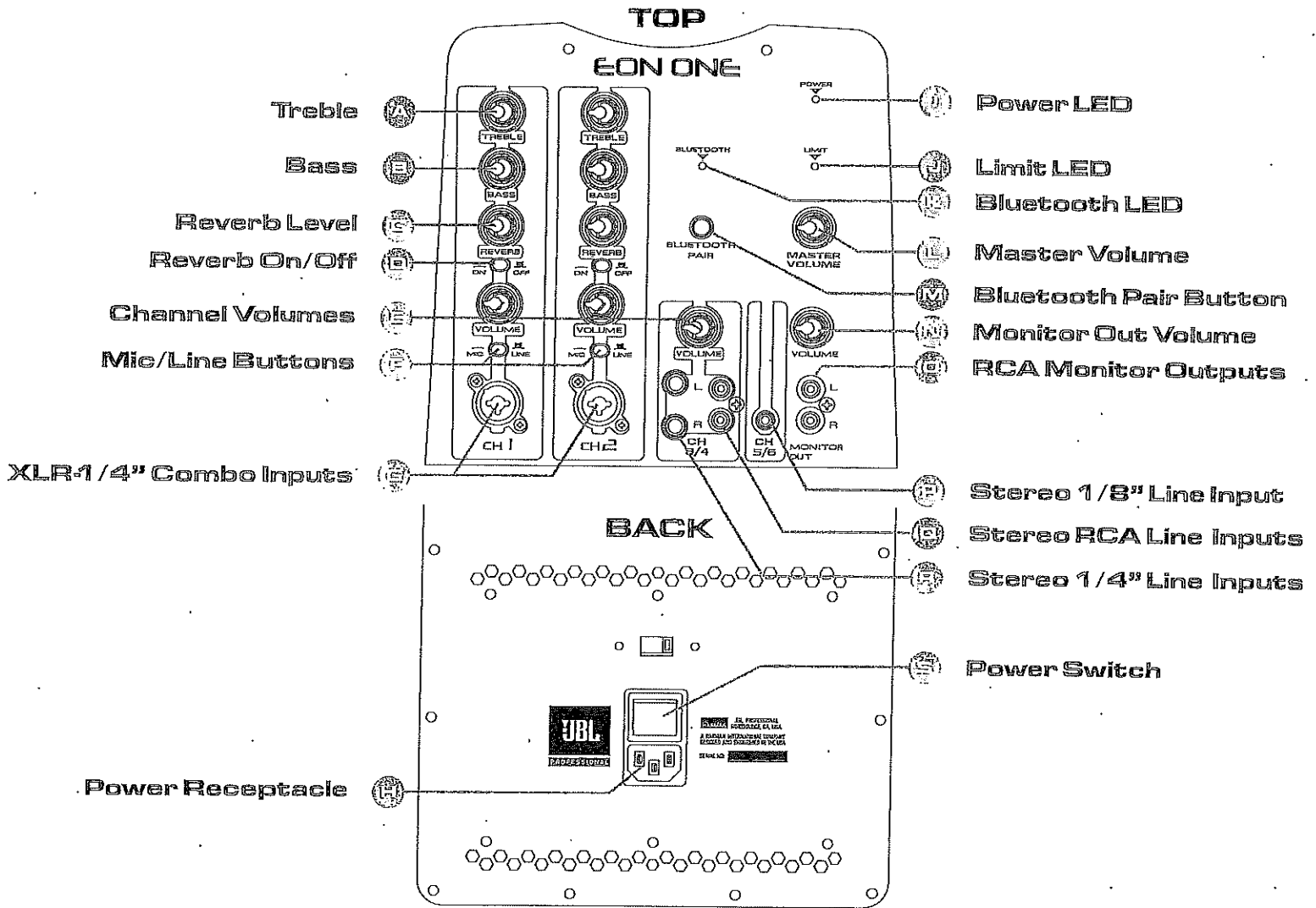
BLUETOOTH AUDIO STREAMING

This device supports Bluetooth audio streaming.

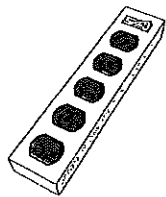
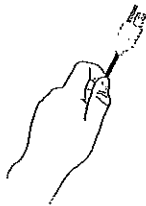
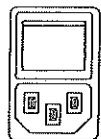
To connect your device:

1. Turn on Bluetooth on your source device.
2. Press the BLUETOOTH PAIR BUTTON (M).
3. Find JBLEON ONE on your device and select.
4. The BLUETOOTH LED (K) will change from blinking to solid state.





POWER IT ON



1. Confirm the Power Switch (S) is in the OFF position.
2. Connect the supplied power cord to the Power Receptacle (T) on the rear of the speaker.
3. Connect the power cord to an available power outlet.
4. Flip on the Power Switch (S); the Power LED (H) and the Power LED on the front of the speaker will illuminate.

PLUG IN THE INPUTS

1. Turn the Channel Volume Controls (E) and Master Volume Control (L) all the way to the left before connecting any inputs.
2. Connect your device(s) via the input jacks provided and/or Bluetooth.
3. If CH1 or CH2 input is being used, select MIC or LINE via Mic/Line Button (F).

SET OUTPUT LEVEL

1. Set the level for the inputs using the Channel Volume Controls (E). A good starting point is to set the pot(s) at 12 o'clock.
2. Slowly turn the Master Volume Control (L) to the right until the desired volume is reached.

Please visit jblpro.com/eonone for complete documentation.

The EBPT includes a snow cone machine, popcorn machine, and grill. Popcorn, oil, flavorings, syrup, cups and other supplies can be purchased at Sams, Amazon and other businesses. We suggest you have a trial run before the time of your event to be sure you have everything you need and you understand how everything works. We recommend this equipment not be operated by anyone under the age of 18 – it can be dangerous! Discontinue all food preparation 30 minutes before the event ends to allow equipment to cool.

PREPARATIONS FOR POPCORN MACHINE

1. Place the popcorn machine on a dry, level surface away from any source of water. Plug into an electrical outlet.
2. Turn the light and heater on, add butter or oil (not more than .5 oz) to the kettle and preheat for 3-4 minutes.
3. Open lid, add popcorn kernels to kettle and close lid. **Caution: HOT!** Turn on stirrer and close doors. Popping will begin in 2-3 minutes.
4. After popping, turn stirrer and heater off. Turn roller bar to empty popcorn. Only the light should be on; it will keep the popcorn warm until served.
5. Use provided scoop to pour into sacks or cups. Be very careful when scooping – the kettle will be hot! Add additional seasoning outside of the unit if desired.
6. Please **clean the cooking pot and walls thoroughly** when finished. Since the unit is not in constant use, oil/butter left on the unit becomes sticky and hard to remove, as well as attracting bugs. The next church to use the block party trailer will appreciate you!

PLEASE CLEAN THE POPCORN MACHINE VERY WELL BEFORE STORING.

PREPARATIONS FOR SNOW CONE MACHINE

1. Place the snow cone machine on a table that is flat, level and will not be damaged by water. There is a drain hose to direct melted ice below the table but water could drip from the scoop or tank. You may want to place a bucket below the drain hose. Plug into an electrical outlet that is not close to any source of water.
2. The snow cone machine requires a large cup of ice for every snow cone cup. **A LOT OF ICE IS NEEDED.** You'll want a cooler and a cup or scoop for your ice.
3. Open the grinder lid and pour in the ice. Close the lid.
4. Press the switch to turn on the machine and press the handle to push the ice cubes through the blade. A blue plastic scoop is included with the snow cone machine. Use the scoop to place crushed ice in a cup. Never reach into the tank while the motor is running.
5. Add flavored syrup to the cone. One pump of syrup is enough for an average snow cone.
6. Please thoroughly **clean and dry** the snow cone machine before returning it to the EBPT. Please be sure the blue scoop is also washed and returned with the snow cone machine.

Please clean the snow cone machine very well before storing.

CHARCOAL GRILL

The grill is a charcoal grill with a compartment for wood to use for smoking. The charcoal should be lit a full 30 minutes before you plan to cook. It should be located in an area where it will not be in the way of activities. A table nearby will hold your food and supplies.

Upon completion of the block party, **EMPTY THE GRILL OF ASH AND CHARCOAL AND CLEAN ALL PARTS OF IT before returning it to the EBPT**
We have added a heavy duty brush to clean grill grates.

A metal can and scoop has been provided to use in emptying the burned coals and ash from the grill. Please dispose away from trailer and in a safe manner.

NEVER STORE THE GRILL IN THE TRAILER WHEN IT IS HOT OR SMOKING.

Note: Will need a 20 lb. bag of charcoal and lighter fluid.

BOUNCE HOUSES / OBSERVATIONS

PUBLIC NOTICE

FOR YOUR SAFETY

IF YOU SEE OR EXPERIENCE UNSAFE CONDITIONS ON OUR
INFLATABLES OR IF THE OPERATOR APPEARS TO BE VIOLATING
THE LAW,

PLEASE NOTIFY DALLAS BAPTIST ASSOCIATION AT
214-319-1159 OR 214-324-2803

AVÍSO PÚBLICO

PARA SU SEGURIDAD

SI USTED OBSERVA O EXPERIMENTA ALGUNA CONDICIÓN
PELIGROSA EN UNO DE NUESTROS BRINCOLINES O SI EL
OPERADOR APARECE ESTAR VIOLANDO LA LEY,

POR FAVOR NOTIFIQUE A DALLAS BAPTIST ASSOCIATION AL
214-319-1159 O 214-324-2803

BOUNCE HOUSE GENERAL GUIDELINES

1. Provide at least TWO volunteer to monitor each bounce house.
2. Limit the number of children to 8 in small bounce house and 10 in large bounce house (may have to cut back due to the weight of the child...you can be the judge of this). Shoes must be taken off to jump. Minimum age is 3 years old, small house only.
3. Talk to the parents waiting for their children. Find out about their religious affiliation.
4. Tell them about Jesus and invite them to church.

Bounce Houses:

Please consider if we are having a windy day before setting up a bounce house. The bounce houses can become dangerous or be damaged in winds of 20mph or greater. If winds reach these speeds during the block party, the bounce houses should be shut down immediately. Churches will be held responsible for any damages to the bounce houses.

If the bounce houses are wet, please dry them using the shop towels in the supply bins. This will prevent mildew from destroying them. If you must return it wet for any reason, please notify Cindy Burr at 214-319-1159 immediately upon return of the trailer.

I. SET UP INSTRUCTIONS:

Take the bounce house out of its bag and unroll it. Note the tri-fold folding pattern to replace it in the bag when finished.

Connect the blower to either input vents on the side of the bouncer. Close off the other vent. Plug it up and turn it on. Note the blower must stay on while children are in the bouncer.

If it does not start, press the button on the plug. Each bounce house takes about 5 minutes to inflate.

Find the Red sandbags in the front of the trailer and attach to the four corners of the bounce house.

II. TAKE DOWN INSTRUCTIONS:

1. ***Sweep out and damp mop as needed before turning off the blower.***
(Use the small vacuum in the trailer)
2. Turn off the blower. WARNING: THE BOUNCE HOUSES WILL IMMEDIATELY CEASE TO BEAR ANY WEIGHT.
3. Remove the blower from the outlet vent and open both air vents.
4. Two or three people begin at the front and remove the air by rolling up the bounce house tightly toward the outlet vents.
5. Standing at the front fold the left and right sides so they touch in the center, like closing two shutters on a window leaving the outlet vent clear.
6. Two people can roll tightly from front to rear. The bounce houses should fit in the front of the trailer.
7. If they are too big, repeat the roll up procedure.
8. Stand them up and place a strap to hold it tightly. **Place them back in the bags.**
9. Place them in the trailer (AFTER the generator has been put in) through the side door.

III. RETURN INSTRUCTIONS:

The Texas Department of Insurance requires inspection records to be maintained on inflatables. In order to adhere to TDI requirements, you will be asked to **complete a brief inspection record** after use of the Block Party Trailer. Inspection record form is located on the back page of these instructions.

You may leave the form in the mail drop box at Grand View Baptist Church office **or** fax it to 214-320-5974 **or** email the form to cindyburr@dba.net .

GAMES / MISCELLANEOUS GAMES

Add additional games as you have volunteers and supplies: Include face painting, "go fish", and any of the dozens of carnival games that are available. **These are not included in the trailer.**

Party Trailer Game Instructions

Baseball Game (1)

(Needs one volunteer) Game pieces are in the marked bin.

Small game prizes are not essential but are well-received. Remember to take advantage of lines to share Christ with parents and children. Play the game just like baseball. When someone doesn't get it in the hole, it's an out. Men on base move the distance of the hit corresponding to the hole the ball goes through. (If the ball goes through the double hole, men on base move two bases. Triple – men on base move three bases, etc.) If no line develops, play a nine inning game. If a line begins to develop, limit the games to two or three innings.

Flying Disk Toss (1)

(Needs one volunteer) Game pieces are in the marked bin.

Each player gets 3 tries to throw a small flying disk through the holes. Vary the distance from the game based on difficulty and age: three feet for younger ones and 6-8 feet for older children.

Lollipop Board (1)

YOU will need to purchase your own lollipops.

Bean Bag Toss (2) Bean Bags are in the marked bin.

REPACKING THE EBPT

1. Please CLEAN, SANITIZE AND DRY ALL EQUIPMENT before returning it to the EBPT. It may be weeks before it is used again and mildew can form. You may need to return to the church to clean everything thoroughly.
2. Please return each item to its assigned place (locations are marked in the trailer and there is an inventory with locations on the wall opposite the small door)
3. Please be sure to **ATTACH ALL CHAINS AND BUNGEE CORDS** on each shelf to prevent damage in transit.
4. Please leave the equipment ready for the next church to use.
5. Please make sure everything is in its proper bin before closing the trailer. Check the Content labels on the bins for reference.
6. Please report any needed repairs resulting from normal wear and tear.
7. By using the block party trailer, you agree to repair or replace anything broken by negligence or abuse during your evangelistic party.

APPENDIX 1: ITEMS NEEDED

Here is a checklist of items you may need to prepare or purchase before the party.

Evangelism

- Adequate gospel booklets, Bibles, New Testaments, or Gospels of John
- Decision/Follow-up cards
- Assigned evangelists/greeters
- Testimonies, presentations
- Beads and leather string to make witnessing bracelets

Snow cone machine

- Ice (you may want to freeze an adequate amount that will fit in the grinder).
- Syrup
- Paper Cups
- Cleaning supplies

Popcorn machine

- Popcorn/oil/flavoring
- Popcorn bags
- Cleaning supplies

Grill

- Charcoal
- Matches and lighter fluid
- Hotdogs/hamburgers/buns/condiments etc.
- Chicken/rice/beans
- Plastic ware
- Plates/napkins
- Cleaning supplies

Drink Coolers

- Paper cups
- Lemonade, Tea, hot chocolate or other drink mix
- Cleaning supplies

Registration

- Registration cards
- Pens/pencils
- Hand stamps/ink, or tickets, name tags, other registration verification
- Registration for Sunday School, VBS, or other event

Generator

- Gasoline
- 30 weight small engine oil

General

- Helium Tank with balloon nozzle
- Balloons
- Additional games or rentals
- Face painting supplies
- Additional tents
- Garbage cans and trash bags
- Additional tables and chairs
- Flat-bed trailer or other stage area
- Promotional tickets, yard signs, mail outs
- Door prizes for men, women, boys, and girls

APPENDIX 2: INSPECTION RECORD

Church Name: _____ Date: _____

Signature: _____

TEXAS AMUSEMENT RIDE SAFETY INSPECTION AND INSURANCE ACT INSPECTION RECORD

Ninja Jump Bounce House

Serial # 86502

GENERAL		OK Satisfactory	UN Unsatisfactory	NA Not applicable	COMMENT
	Rubber mats				
	Carrying bag				
STRUCTURE					
	Sandbags				
	Fabric and seams				
BLOWER					
	Controls				
	Blower tubes				
	Wiring				
OTHER					

Funhouse Bounce House

Serial # 78076

GENERAL		OK Satisfactory	UN Unsatisfactory	NA Not applicable	COMMENT
	Rubber mats				
	Carrying bag				
STRUCTURE					
	Sandbags				
	Fabric and seams				
BLOWER					
	Controls				
	Blower tubes				
	Wiring				
OTHER					

Please **DOUBLE CHECK** and make sure all equipment is **CLEANED AND READY** for the next church to use. This includes:

SNOW CONE MACHINE

POPCORN MACHINE

GRILL (no ash or charcoals left inside....dispose of in a safe place away from children.

MAKE SURE ALL EQUIPMENT IS STORED BACK IN ITS PROPER DESIGNATED SPACE.

Any questions, contact DBA
cindyburr@dba.net
214-319-1159

