

# highlight night

## Event Staff Guidelines

Thank you for signing up to serve at Highlight Night 2008! We are looking forward to this year's event and hope that you will find the following guidelines/suggestions helpful as you prepare for your booth.

### BEFORE THE EVENT:

- ☞ Devote time daily to **pray** for our guests and co-workers needing a Christian community to be a part of. Pray for those who are not "in Christ" & need to hear the message of grace and wholeness. Pray also for the children attending that they would have a great memory of Christ's church having fun together!!
- ☞ Please PRE-REGISTER yourself on the STAFF REGISTRATION PAGE and kids by going to [www.longviewchristian.com](http://www.longviewchristian.com) - you will have the opportunity to buy a HLN T-Shirt for \$5 to have on the night of the event (if you have one from last year, you may wear that one if you choose!)
- ☞ On October 31<sup>st</sup>, you will receive your name tag and final instructions. Please check in at the REGISTRATION booth when you arrive.
- ☞ It's not too late to personally **invite** non-LCC members such as your neighbors and friends to join you in planning/operating a booth or work with you.
- ☞ If possible, booths should try to have a Biblical theme / tie-in.
- ☞ Booth operators should create a large sign for their booth. (We will provide poster board for you!)
- ☞ All booth operators will be assigned a booth # and location by Oct. 26th.
- ☞ Set-up for booths will be on Wednesday, October 29<sup>th</sup>, Thursday, October 30<sup>th</sup>, and anytime on October 31<sup>st</sup>. Please arrive by 5:30 p.m. on Friday, Oct 31. All booths should be ready to go by 6:00 PM on the 31<sup>st</sup>.
- ☞ All booth-operator and LCC children will be allowed to begin going through the booths at 6:15 p.m.
- ☞ Plan to provide lots of candy for your booth. There will be some supplemental candy provided by donation as well. Please let us know if you need help with this!
- ☞ Please park promptly and orderly at Lack's Furniture parking lot no later than 5:30 p.m. on Highlight Night. Parking security will be patrolling during the hours of Highlight Night.
- ☞ ALL staff will receive a FREE HIGHLIGHT NIGHT T-SHIRT! Please wear this on the night of October 31<sup>st</sup>!
- ☞ HLN BOOT CAMP! After worship service on October 19<sup>th</sup> we will have a meeting to give you an orientation to help you understand your role for HLN 2008! Please plan to stay for 20 minutes or so after worship NEXT Sunday!

### DURING THE EVENT:

- ☞ Call kids by name as much as possible. Each child should have a NAME TAG.
- ☞ Disguise any stress or frustration you may have about anything. A Christ-like witness in the midst of possible less-than perfect and unexpected situations is essential. Some kids/parents will be rude and ungrateful. Love them with respect and in a Christ-like manner!
- ☞ At 8:30 p.m., close your booth down, grab your remaining candy and hand out to children nearby. Make eye contact with them and thank the kids and parents for coming to HLN!
- ☞ Afterwards, you are responsible for **cleaning up** your booth area before departing. Please ask for help if needed.
- ☞ **Deadlines:**
  - Booth ideas should be submitted to Troy by Oct. 22<sup>nd</sup>
  - A booth layout/map will be published by Oct. 26th.

***MOST OF ALL – HAVE FUN!!!***