

Tips for a Successful Special Evangelistic Event

Before the Special Evangelistic Event:

- 1) Make adequate preparations for your special event:
 - Ensure that your leadership endorses and budgets for the special event
 - Enlist an Special Event Planning Team
 - Enlist a prayer team
 - Provide evangelistic training for team members and church members; this is not just a “party” but an opportunity to share the gospel with your neighborhood
 - Advertise
 - Secure reservation for the Special Evangelistic Events Trailer from MVSBA. Remember you must have SEET training before you can use it.
- 2) Make legal and financial preparations for the use of SEET:
 - Check with your city and/or county officials to obtain any required permits
 - Payment for security deposit and rental fee
 - Insurance Coverage: proper insurance for towing vehicle

During the Special Evangelistic Event:

- Arrive early to set-up: 8-10 people can easily set-up in approximately 45 minutes
- Regardless of the surface where you are placing the bounce (jump) house it **MUST have a tarp under it**
- No shoes or face paint are allowed in the bounce house. It is recommended that you don't use face painting or be prepared to remove the face paint before the children enter the bounce house
- Be sure all stations are supervised by an adult during the party. An adult over 18 MUST be present at the bounce house at all times
- If the BBQ grill is used, insure that an adult over 18 is present at all times
- Only adult over 18 should operate the Sno-Cone and Popcorn machines
- Music is great but keep in mind that if the music is too loud people can't hear when talking

After the Special Evangelistic Event

- Clean up and repack all items for the SEET:
 - Empty charcoal out the BBQ grill before returning it to the trailer
 - Clean the popcorn machine with mild detergent, do not use abrasive materials, and cover the machine with the box before packing it in the trailer
 - Dry the Sno-Cone machine and cover it with the box before packing it in the trailer
 - Bounce Houses need to be cleaned and sanitized before returning to the trailer
 - Remember to put all items in their appropriate stenciled places in the trailer

- If something gets broken or is not working properly please inform the MVSBA representative when you return the trailer
- Return the SEET as scheduled
- Complete the Special Evangelistic Events Trailer Follow-Up Report and mail to Mid-Valley Southern Baptist Association, 825 W. Ashlan Ave, Ste 101, Clovis, CA 93612
- Email us pictures of your event to share! mvsba@yahoo.com