

## BUDDIES 2025

**DRESS:** We are asking that you dress in business casual (slacks, blouse, polo, dress shirt, etc.) and with a black/white color scheme. This will help other team members identify us as Buddies and not other team members, as well as help accent our Kings and Queens who are showing their best! Also, it is imperative that NO CLEAVAGE AND SKIRTS BE AT LEAST FINGERTIP LENGTH. Please keep in mind that anything less modest may create problems for some of our Kings and Queens!

**ARRIVAL:** Please park at Bethany Christian Church, 2011 Willow Street, Vincennes, IN...by 4:00 pm if possible. You will meet up with your king or queen and then proceed to Highland Woods Community Center, 1377 Hart Street, Vincennes. Transportation will be provided with limousines and party buses at the beginning and ending of the night. Leave all, or as much as possible, personal belongings in your vehicle. There is no room to store any more "stuff" than necessary in the building. The Kings and Queens start arriving at 4pm, as well! Please find Leslie Heshelman when you arrive.

**ORDER:** We are not pre-selecting Kings/Queens this year. There are those that are already paired, at the request of the King/Queen, but all others will be paired as they arrive. We are using a "level of need" grouping this year. The Royalty will be categorized as "low", "medium", or "high" as to the nature of his/her capabilities. "Low" means there is minimal assistance needed and "High" requires more attention/assistance.

- ***When a K/Q arrives, we will ask for a Buddy to pair with him/her based on gender and level of need.*** If you are not comfortable with that K/Q's level of need, you will not be asked to escort him/her ---- BUT, we are very short on Buddies, so we are asking everyone to be willing to step out of your comfort zone, but not to the point that you are not comfortable with!

After pairing up with your King/Queen, you will escort him/her and help him/her receive his/her crown/tiara and flowers. (No flowers this year). Each K/Q will have a color sticker on their name badges. This will determine when they leave Highland Woods at the end of the night. The DJ will announce the color that needs to prepare to leave. Transportation from Bethany to Highland Woods Community Center, 1377 Hart Street, Vincennes will be done using color-coded groups. Parents, caregivers and guardians will have a matching color paper bracelet for their K/Q.

Upon arrival at Highland Woods, you will walk on the Red Carpet. Please have your K/Q's announcement card ready to give to Rebecca for their presentation. After the Red Carpet please locate a seat for you and your King/Queen. If your K/Q is ambulatory with no assistance, please discreetly help them select seating toward the back. We will have tables toward the front for those in wheelchairs (fewer chairs will be at these tables) or walk with canes/walkers. Once you have chosen your seat proceed to the picture backdrops for your prom portrait. You will then be photographed in front of the backdrop then proceed to the red-carpet area. Prom portraits will be given out during the exit process at the end of the night along with a gift bag and t-shirt for the K/Q's.

### **TIMELINE:**

2:00pm – In-House hair and makeup shop opens. K/Qs are welcome to have their hair and makeup done onsite.

4:00pm – Doors open.

4:00pm-5:30pm - Each King & Queen will pair up with their buddies and receive a crown/tiara. Parents will be able to observe and will then be asked to either go to the Respite area or leave...their choice. The

Kings/Queens and Buddies will be transported to Highland Woods Community Center. Once they enter the building on the red carpet, the emcee will announce each King & Queen by name, paparazzi will line the red carpet cheering them on. Proceed to find your seats and get your prom portrait taken. Snacks will be available while you are waiting for the dinner to be served.

6:00pm (approximate) – Welcome/Dinner: Please ensure your King/Queen’s dinner is in accordance with what he/she can have – check the K/Q’s card.

6:40pm (approximate) – Dancing/Games: Let the fun begin! Night will end at 9p

8:45pm – Guests will be asked to return to their seats and prepare for dismissal. Guests will be called by color-codes and transported back to Bethany Christian Church!

*NOTES: As the Buddy, you will have some “cards” to keep track of for your King/Queen.*

1. – Their coat check tag. You may want to keep this in their name tag “pouch”.

2. – Menu card. When you get to the table, please write your table number on the menu card, so your Food Service Team Member will know what to bring where. (You will also have your meal card, too.)

3. – Picture card. You will have a “photo card” that has the K/Q’s first and last name on it that needs to be given to the photographer when photos are taken before the red carpet!

4. – Announcement card. Prior to walking down the red carpet, you will hand this to the Emcee so she will have the K/Q’s name to announce.

**YOUR KING/QUEEN: One** critical responsibility for you (and all team members) is to help ensure your King/Queen does not ingest food that can be harmful to him/her (diabetic, choking hazard, etc.). If he/she has a yellow lanyard, it should alert you to the fact that he/she has some type of dietary restriction. These dietary restrictions will be listed on the back of his/her name tag/card; simply ask him/her if you can see his/her card for a minute...All other volunteers are aware of this identifying feature and will be helping to make sure we keep all the Kings/Queens safe!

**HAVE FUN!!!!** A key to having fun will remembering that this night is all about them, not us! Be flexible. We are trying really hard to make things go smoothly, but every year we learn something that can be and should be done differently but will have to manage with what we have for the time being. Our attitude makes all the difference in the world! Stay positive and enjoy!

If you or your K/Q need any type of assistance, don’t hesitate to let another Team member know; there should be one within arm’s reach at most times!

Buddies do not give medication or assist the K/Q’s in the bathroom. We have a bathroom team to take care of those needs.

There are board games available if your K/Q does not want to dance. Some just want to sit and enjoy the night, that’s okay.

**There will be a “Medical” sign on each table. If medical assistance is needed, simply hold this sign up and the medical team will come to you!**

When leaving Highland, please make sure your K/Q has a gift bag, his/her photo, and t-shirt. Make sure the t-shirt is the size he/she has listed on his/her card. Some will tell you they want

a different size, but if he/she takes a different one than someone else is not getting the size he/she ordered and needs!

**CAUTION...** Please be cautious of giving out personal contact information to your King/Queen. We cannot tell you not to, but please be aware that we are advising you not to! Also, you are not their date. You are their friend or buddy.

**TAKING PICTURES/VIDEOS:** If you post pictures or videos, please remember these are not your family members, so be respectful of their privacy. Also, please tag anything you post with **#NightToShine,** **#TimTebowFoundation,** **#StandWithUs**

*Regarding phones...please give your full attention to your K/Q! This is their night and if their Buddy is on the phone more than conversing with him/her, it can be very discouraging and detracts from the wonderful experience the K/Q should be having!*

**LANYARDS/NAMETAGS:** Please do not forget these! You cannot/will not be allowed into the facility without these the night of the event. Also, the King/Queen information cards contain HIPAA information, so please keep that information close to you.

**THANK YOU FOR SERVING HIM BY SERVING THEM!**