

Welcome/Prayer

**Tim's video*

**Reason for volunteering*-to bring a brighter day to some very deserving people, to give back and make this life better not only for yourself but for those around you

**Reason for background check*-our number one priority is to protect the K/Q that are attending, their safety is our top priority

**Funding*-TTF is slowly decreasing its funding; they get you started and then hope the community will support

**Formal Wear Shop*-January 28th, 2025 @ 6p @ Bethany Christian Church 2011 Willow Street Vincennes, IN 47591

**Update on TTF NTS around the world*-currently there are hundreds of proms around the world, this year TTF estimates that approximately 200,000 honored guests will attend through the support of 300,000 volunteers, on 2-07-2025 Night to Shine will be a night for the churches to shine, the volunteers to shine, and most importantly, God to shine!

****DOORS OPEN AT 4:00P AND THE RED CARPET WILL BEGIN WHEN KINGS/QUEENS START ARRIVING...
BE READY TO GO AT 4p!**

**Update on the # of Kings & Queens attending*- here locally we currently have 145 K/Q's registered to attend!

**Website, Email and Online registration*-new this year, full of information, registration for K/Q's and volunteers has been easier and more manageable, our goal is to streamline this process to make it easier, faster, and simpler in registering, www.nighttoshinewashingtonin.com and email @ ntsbethanycc@gmail.com

****KINGS AND QUEENS MUST BE 14 YEARS OLD BY THE DATE OF EVENT TO ATTEND**

King/Queen and Buddy meal*-meal will be prepared and served by Julie Knepp promptly at 6p, buddies will have menu cards to give to the servers, you will need to mark your table number you will need to pay close attention to the restrictions, and needs of your K/Q's, **ALL volunteers will need to help each other by watching the K/Q especially when you see a yellow lanyard! When the food comes to the table take a minute to make sure it is correct.

In House Hair and Makeup*-you need to set up at Bethany CC Vincennes, you will need to be ready and available by 2:00p and be finished by 5:00p, you may decorate your area either the night before or the day of starting at 9a, if the night before please let me know so I can make sure the building is available and unlocked, **Team Lead is Madison Spears

Bathroom Attendant Team*-these volunteers work in the healthcare field and can handle the bathroom situations, let them take care of these needs for the K/Q's, your team will need to be ready by 4p, **Team Lead is Sheila Graber

Medical Team*-we have a veteran medical team here to serve if the need arises, you will be able to find them throughout the room and at the main entrance to the event room, if K/Q tells you they need medicine you will need to check upstairs in the Respite Room to see if a parent, caregiver or guardian is present if someone from your team can be onsite by 2p because of In House Hair and Makeup that would be great, then full team by 4p, the color of the lanyards: blue-no restrictions, yellow-restrictions has one or more of the following: allergies (food, environmental or medicine), diabetic, swallowing issues (pureed, chopped or chokes easily) **Team Lead is Tammy Burton

**Buddies*-you will be responsible for pairing up with your K/Q, Leslie will be helping to facilitate the pairing up. Buddies when you K/Q arrives you will need to make sure you have the following to help the night flow, check to see if they were given a coat check ticket if they were please help them put it behind their name tag, make sure they get their crown/tiara, disposable camera and name label is put on, flower, and have their announcement card to give to Aaron (DJ) for the Red Carpet event. Once you have had your picture taken in front of the backdrop, walked the Red Carpet had your picture taken please find where your K/Q would like to sit and move to that table, there will be two Reception tables (one on the north and south sides of the room), help them enjoy the night, it's their night to enjoy, do not leave

them alone, stay with them at all times, there will be a variety of food to accommodate the various health needs and concerns, on the back of your K/Q name badge that you receive there will be information about them, put this behind your name tag to refer to as needed, please be aware of the lanyard colors and their meaning (blue-no restrictions, yellow lanyards-restrictions- has one or more of the following: allergies (food, environmental or medicine), diabetic, swallowing issues (pureed, chopped or chokes easily) , you will also have menu cards that will be given to you from Leslie, your waiter/waitress will pick these up, please mark your table number, when the food comes to the table take a minute to make sure it is correct, also we will be dismissing by color codes this year this can be found on the front of your K/Q's name badge, buddies need to be on site at 4:00p, **Team Lead is Leslie Heshelman**

***Military Escorts**-a team of uniformed military personnel will be present to escort K/Q from their vehicles into Bethany CC and Highland Woods, as well as stationed in other areas. They will be here to assist as much as needed, such as helping parents, caregivers and guardians find (and stay) in the Respite Room area, they will also be available to take pictures with the K/Q, etc., and their exact function will be very fluid for the evening

****MEDICINE MUST BE GIVEN BY PARENT, CAREGIVER OR GUARDIAN!**

***Prayer Team**-**Team Lead is Tom Buchanan**, the prayer team will be walking throughout the building, going up into the Respite Room area and into the Event Room, if there is a need for prayer or someone to talk to they are available all evening, if you need prayer before the event and would like to speak with someone you can reach Tom @ 812-610-1700 please be onsite by 4p

***Security Team**-**Team Lead is Dave Brown**, we will have law enforcement on the inside and outside of the building to keep us safe and are onsite if they are needed, please be onsite by 4p

***Transportation Team**-**Team Lead is Mark Myers**, K/Qs will ride in the buses from Bethany CC Vincennes to Highland Woods, please be on-site by 4p to assist our K/Q's out of their cars and into the building, you will possibly have military assisting you as well, could someone be onsite by 2p in case of K/Q needs help getting into the building for In House Hair and Makeup, buddies will be traveling to and from Highland Woods Community Center with their K/Q's, you will need to be at the church by 3:45p and be there for the return trip at 8:45p, buses will be loaded by color codes this year, their badges will be color coded either pink, purple or orange, parents and caregivers will be wearing color-coded bracelets for their individual K/Q, you will need to let Evan know when you are on your way and also what color you are transporting

***Respite Room**- Bethany CC Vincennes will cover all aspects of this area

***Videography Team**- this year we are welcoming **Zach Hudson with Gloomer Entertainment**, he will be capturing the night for us, please be on-site by 4p as to allow footage of the In House Hair and Makeup and the beginning of the Red-Carpet entrances, note there are two sites this year, Highland Woods Community Center and Bethany CC Vincennes

***Photography Team**-**Team Lead is Sheila Willis**, the portrait team will need to be at Bethany CC Vincennes, her team will be taking candid shots as well as the K/ Q formal pictures (formal pictures will be at Bethany CC Vincennes), the 5 x 7 formal pictures will need to be organized, and ready shortly by 8:00p at Highland Woods, please coordinate with Michael Lemmons (Coat Check, Gift Bags and Shirts) our goal is to have most of the take-home items already distributed to the parents, caregivers, and guardians before the K/Q's are released, available photo shops are WalMart (closest), CVS and Walgreens (farthest)

***Floater Team**-**Team Lead is Jennifer Hadlock**, her team will be available to help in any area that has a need, just let her know

***Safety Team**-**Team Lead is Dave Brown**, you will need to constantly be aware of the various situations and be ready to correct or prevent any potential issues, please be onsite by 3p to do a walk thru of the area

***Cake Table Team**-**Team Lead is Lori Ann Marchino**, you will be on the south side of the room, this table will need to be set up and ready to go by 4:00p, preferably cupcakes should not be served until after the meal for dessert, we will

get you a sign that states the cupcakes are an after-dinner treat, can you make little signs that identify regular, sugar-free and gluten-free?

***Coat Check, Shirts and Gift Bag Team-Team Lead is Lori Ann Marchino**, there will be no coat check this year, you will need to prepare 150 gift bags, the gift bags will need to be put together with the different items to go in them, I will have the shirts available for you to sort and arrange, once the night gets started begin organizing the group home bags and shirts together, that way when it is time for them to leave you can have them ready, you will need to coordinate with the photography team and have all pictures and gift bags ready at Highland Woods for pickup

***Formal Wear and Decoration Team-Team Lead Jolene McAtee**, Event Room need to be setup/decorated and ready to go by 4:00p, anyone, that is willing to help set up and tear down please contact Jolene @ 812-296-0147, this is a big and time-consuming job

***K & Q Registration Team-Team Lead is Chanda Mackey**, guest registration will need to be prepared to receive guests at Bethany CC Vincennes by 4:00p, some will arrive early, and lanyards need to be organized and ready to be passed out, you will also have the labels for the cameras, menu cards, and announcement cards, please pay close attention to K/Q needs when assigning lanyard colors, yellow lanyards go to anyone with allergies (food, environmental or medicine), diabetic, swallowing issues (pureed, chopped or chokes easily)

***Reception/Snack Team-Team Lead is Robin McDonald**, you will have one table in the event room, your table will need to be ready by 4:00p and ready to start serving until the meal is served and then again be prepared if you have leftover food to begin serving again at 6:45p, please be aware of the lanyard colors (blue-no restrictions, yellow-restrictions-has one or more of the following: allergies (food, environmental, or medicine), diabetes, swallowing issues (pureed, chopped, or chokes easily)

****VOLUNTEERS MUST BE 16 YEARS OF AGE BY THE DATE OF THE EVENT! VOLUNTEERS UNDER THE AGE OF 18 DO NOT NEED A BACKGROUND CHECK**

***Volunteer Food Team-Farm Bureau Insurance, Nancy Miller**, will serve volunteers throughout the night, make sure to and grab some food we want no leftovers!

***Volunteer Background Check & Check-in Team- Team Lead is Jenae Burkhart**, who organizes and reviews all volunteer registrations and background checks

***Red Carpet**-we would appreciate that if any volunteers are available to please come to the Red Carpet area and gather and cheer for the K/Qs, be respectful of the parents, caregivers, and guardians that might be standing at the end of the Red Carpet watching their loved one

***Colors of the lanyards**-black is for volunteers, blue is for K/Q and yellow is for K/Qs who have a restriction such as anyone with allergies (food, environmental, or medicine), diabetic, swallowing issues (pureed, chopped or choked easily)

***Parent, Caregiver, or Guardian Bracelet**-to identify the parents, caregivers, and guardians they will have a color-coded paper bracelet that specifies where they need to be and what group they will be in for pickup

***Release in groups**-we will be releasing in groups this year, Bryan (DJ) will announce for everyone to have a seat approx. at 8:45, once everyone is seated we will have closing remarks and then each color group will be announced and asked to gather their items and prepare to leave, at 8:30p Tom will begin gathering the parents, the buddies will ensure that each K/Q promptly collects their gifts, photos and t-shirts, buddies will need to stay with their K/Q on the ride back to Bethany Christian Church until they have safely left the building assisting the parent, caregiver or guardian, if needed

PLEASE RETURN ALL TEAM LANYARDS AND BADGE HOLDERS! THIS SAVES ON EXPENSES EACH YEAR ☺

**I understand this all seems a little strict, BUT it is our main priority to keep everyone safe and where they should be. We are working hard to continually make this event the best it can possibly be. There is definitely a learning curve this year. Please be patient and kind as we adjust to the new platform. And with each one of you participating and helping follow these guidelines YOU make it possible! On this night, 2-7-2025, YOU are the hands and feet of Christ. YOU are an earthly and touchable representation of His love for these precious souls. SMILE....someone is always watching you even when you don't think they are. Be KIND, COMPASSIONATE, and RESPECTFUL....it's your legacy, it's what people will remember about you!*

**When you arrive on the day of the event, you will need to go to your needed location. No shirts or badges will be handed out on the day of the event.*

**There will be one last chance to pick up badges, that date and time will be announced later.*

**WE DO NOT WANT TO PASS SHIRTS AND BADGES OUT THE DAY OF!! IT IS WAY TOO HECTIC OF A DAY, PLEASE PASS THIS ALONG TO YOUR TEAM MEMBERS WHO ARE NOT HERE.*

**WE ASK THAT ALL VOLUNTEERS REMAIN AFTER THE K/Q's HAVE LEFT TO HELP CLEAN, TEARDOWN, AND LOAD DECORATIONS AND SUPPLIES. WE DO NOT HAVE TO DUMP THE TRASH.*

**AREAS ARE NOT TO BE TORN DOWN, PACKED UP, OR BEGIN CLOSING DOWN WHILE OUR GUESTS, PARENTS, CAREGIVERS, OR GUARDIANS ARE STILL IN THE BUILDING. WE DO NOT WANT TO MAKE THEM FEEL PUSHED OUT OR RUSHED. IF YOU ARE AT BETHANY CHRISTIAN CHURCH: AFTER THE K/QS HAVE LEFT TEAR DOWN YOUR AREA AND CLEAN UP*

Closing prayer

**Last year's video*

ROUGH TIMELINE OF THE NIGHT!

2:00p-5:00p In House Hair and Makeup will be available to the K/Q's @ Bethany CC Vincennes

4:00p doors open @ Bethany CC Vincennes (as guests arrive, they will proceed to check in and begin the flow of the night, getting flowers, crown/tiara, picture in front of backdrop walking the Red Carpet)

6:00p dinner is served @ Highland Woods

7:00p Dancing and games begin

8:45p begins the event ending

After the K/Qs leave we will begin the cleanup and tear down, we do not have to dump the trash just gather up