

Directions for the Southside Baptist Network Evangelism Trailer

Dimensions of the Trailer: 6' wide, 12' long, 10' in height, weight approximately 3,000 pounds

Connections: Connects to a 2" ball and has a 4-prong electrical connection (similar to a boat trailer)

Physical aspects: One swinging door on the side, one ramp back door; one inside light at the back on the driver's side and one light at the front near the swinging door (only works when the trailer is hooked up and the vehicle running lights are on).

Tires: Make sure the tires are properly inflated before use (proper inflation is noted on the sidewalls).

Safety precautions:

- Only walk in the trailer when it is connected to a vehicle. This will keep the trailer from tipping over.
- Follow the laws in your area including city, county or state regulations.

Gaining access to the trailer:

- Remove the locks from the door using the code given to you by the Southside Baptist Network.
- Lift up the top piece.
- Lift up the handle and rotate it out and remove the bar from the door itself.
- Be careful lowering the back ramp to make sure there are no obstructions in the way.

Removal of equipment from the trailer:

- Bring the grill down the ramp (remove the bungee cords from the front and the back of the grill).
- Unstrap the tents on each side and remove them from the trailer.
- The tables are on the bottom left side. Remove them first so that they are available for the games and other items you bring out.
- Remove the bounce houses from the side door – the smaller one first; the larger one is attached to a dolly. Face the bounce house out toward the door with the dolly inside and roll it to the door; have 2-3 people help lower it to the ground.

Returning items to the trailer:

- Put everything back into the trailer where it belongs: large items on a dot, small items in the bins.
- Fasten all bungee cords and tighten all straps across the side shelves.
- Put the grill in by the back ramp and the bounce houses through the side door(they go in last).
- Close and lock the doors.

Instructions for the equipment inside the trailer

Grill

- Remove the bungee cords from both the front and back before removing from the trailer.
- Grill has 1,000 square inches of grilling area with both upper and lower racks (the upper can be used for cooking and the lower for a warming area).
- Grill is a charcoal grill so make sure you have charcoal, starter and matches.
- For safety purposes, have the fire extinguisher available (can be found in the trailer).
- After use of the grill, burn off the grates with a hot flame and brush the grates clean.
- If available, use some of the ice from the snow cone machine to pour over the coals and let them cool.
- Wipe up the debris with wads of paper towels or newspaper and dispose of properly.
- When returning the grill to the trailer (last item to be loaded), roll it up the back door ramp with the handle facing outward. Don't stop at the hinge or you won't get it all the way in. Make sure the handle clears the door. Place the bungee cords back in place.

Canopies

- Be careful using the canopies in extremely windy conditions.
- To set up the canopy, first unzip the bag.
- Turn the bag with the canopy feet down on the ground.
- Slide the bag over and off the top of the canopy.
- With 4 people, each person grabs a leg and walks slowly away from each other extending the framework outward.
- You will see little black glides going up the legs. When you have it fully extended, push up the glides and the top will lock into place.
- Look down and see the white triangles at the base of the tent legs.
- Put your foot on the triangles and lift up the tent until you hear a click.
- You can adjust the height of the legs by pushing in the chrome buttons on each leg to raise the tent or to adjust for unlevel ground. Stake down if necessary (the stakes can be found in one of the bins inside the trailer).
- To take down the tent, push the chrome button on the side of each of the legs and lower the legs.
- Reach under the tent to the black glides and pull the silver ring.
- Move the legs inward toward the canopy.
- Adjust the tent top, removing the wrinkles.
- With the feet still on the ground, slide the bag over the top of the tent.
- Flip it over and zip it up.
- The tents should be placed back in the trailer after the tables and games.

Bounce House

- Three or four people are needed to lower the bounce house out of the side door of the trailer.
- Take the bounce house to the location where it will be used.
- Lay down the large tarp on the ground with one of the edges facing the direction you want the door to face.
- Take off the straps and unroll and unfold the bounce house.
- Have someone on each of the corners take a strap and you can rotate the inflatable.
- The tubes should face the back.
- Tie off the end of one of the tubes and wrap the other tube around the nozzle of the large fan and strap it into place.
- Plug in the fan and flip the switch. In about two minutes the bounce house should be fully inflated and ready for use.
- There are large stakes to secure the bounce house to the ground if needed.
- Remember to follow the state and county regulations regarding amusements of this type.
- On the front of the large bounce house is a chart that tells how many people and the weight limit for the unit.
- Always have someone familiar with the unit at the entry point to let the kids in and out.
- Be sensitive to the size of the kids you let in. Don't mismatch kids of different sizes, as this can be dangerous if larger kids are jumping with smaller kids in the unit.
- It's a good idea to have a few extra people at the bounce house for crowd control and to mingle and talk with the parents who are waiting for their child.
- When it is time to take down the bounce house, stop the fan.
- Remove the hose from the fan and untie the other hose.
- Once most of the air is out of the bounce house, pull the wrinkles out as best you can.
- With soft soled shoes or with socks on, step on the house to get even more air out.
- As you can, pull the corners of the unit out to get out the wrinkles.
- Keeping the tubes at the back for the air to go out, once you have it about as flat as you can, grab two of the corner straps and fold the sides into the middle.
- Grab the other set of straps and fold it into the middle as well.
- Fold one half over the other like a burrito.
- If you have extra people, have them lie down and roll over the bounce house toward the hoses to make even more air come out.
- Have two people start from the end away from the hoses and roll it up tight (real tight!).
- When you get to the end, roll back about 3 feet and fold the hoses into the roll.
- Lay two of the blue straps on the ground in front of the bounce house and then roll it onto the straps.
- Place the strap ends through the silver ring, tie an overhand knot with a loop so that the next team can get it untied.

- Slide the bounce house bag over the unit, flip it over and then tie the top. (If you can't get it into the bag loosely, then you may need to re-roll the bounce house again. If it's not going into the bag, then it's not going through the door!)
- Strap the bounce house to the dolly and take it to the side door.
- With someone in the door pulling the dolly in, have three people lift from the outside, pushing it up and it should slide right on in.
- The small bounce house works the same way; when you take it down, place it into its own smaller bag and return it to the trailer through the side door, placing it near the large dot on the floor.
- One thing to remember: the bounce houses should be the last thing to be placed through the side door in the trailer.

Snow Cone Machine

- Plug in the unit.
- Turn on the power switch.
- Put ice in the chute.
- Push down on the handle with one hand.
- Push the run button with the other hand.
- "Snow" will dispense into the box.
- Scoop it up with a scoop and place into cones or cups.
- Add some colorful flavored syrup.
- Be careful with the machine because of the spinning blades inside the chute.
- After use, clean the unit with mild soapy water and dry it out with paper towels. Return it to the appropriate shelf in the trailer.
- Remember to bring ice, cones or cups and the flavored syrup (not provided with the unit).

Popcorn Machine

- There are three buttons on the machine:
 - One for the heating element
 - One for the stirring rod
 - One for the light bulb that heats and illuminates the popped corn
- Turn on the heating switch and let the kettle warm up.
- After a few minutes, turn on the stirring rod and pour in the oil and popcorn into the kettle.
- Once the corn starts popping and the pops get about two seconds apart, use the handle and dump the popped kernels into the tray.
- Add more oil and popcorn and do it again!
- Once you have enough popped corn for a while, turn off the heating element and the stirring rod.
- If you can get them, the easiest and preferred popcorn to use is the handy corn and oil packs. Simply tear off the top and pour the contents into the kettle. **NOTE:** This machine uses the 8 ounce packs.

- Clean the machine with light soap and water. Wipe it dry and place it back where it belongs on the left hand shelf in the trailer where the big dot that says “pop corn” is located. Secure it with the bungee cord.

Sound System

- Put up a table and separate the components of the sound system on it.
- Put up the speaker stands by loosening the lower screw and expanding the feet outward.
- Tighten the screw.
- Take one of the speakers. You will see a hole on the bottom. Place the hole on the speaker onto the speaker stand.
- Take one of the speaker cables (has a 2” long and ¼” wide silver tip) and plug it into the speaker.
- Take the other end and place it into the speaker hole in the mixing board amplifier.
- Take a microphone and match the cable end for end and plug it into the amplifier as well.
- Set up a microphone stand to hold the microphone.
- Take the boom box and using the small cable with the tiny silver ends, plug the boom box into the auxiliary hole on the amplifier.
- NOTE: Instead of the boom box, you can plug in an MP3 player or your Smartphone for music.
- Take the power cord and plug it into one of the long extension cords found in the electrical bins in the trailer. Turn on the power button.
- In the front of the mixing board there are columns with knobs, most of which are turned to the middle number.
- When you plug in the mics or other inputs, the columns go up and down and that’s the column that adjusts that particular mic or device. There is another column that says MAIN. That is the one that adjusts the overall sound level.
- Speak into one of the mics and adjust the sound to a comfortable level. REMEMBER not to have the music too loud so that it would hinder conversations among the attendees. Also remember there might be noise regulations in your area that you do not want to break. Think of the music level as “background” music. Also, face the speakers away from the heart of the crowd.

Generator

- Most locations have access to electricity. If so, there is 400 feet of various electrical cords in the bin, along with a three-way to branch off of. Use the large cords as feeders and then use some of the smaller cords to branch off to the various pieces of equipment.
- If you do need to use the generator, remember to bring about 5 gallons of gas.
- However, PUT ONLY A SMALL AMOUNT OF GAS INTO THE GENERATOR AT A TIME.
- THE GENERATOR’S GAS TANK SHOULD BE ALMOST EMPTY BEFORE YOU LOAD IT BACK ONTO THE TRAILER.
- To return it back to the trailer, roll it up the back ramp and into the trailer where the big dot is.

Games

- The games can be played however you want to use them. But keep in mind if all of the games are set up near the bounce house or the face painting tent, then they become children's games. But if you place the bean bag toss or baseball game near the grill or away from the bounce house, then those games become "adult friendly" and will give you an opportunity to interact with them. Just be aware of your audience and plan accordingly. Talk to your guests and engage them in conversation.
- **Baseball Game:** short version is stand back about 8', toss the ball through the hole and you win a prize. Long version: have two people play each other. With 3 misses in a row the inning is over, and you play all 9 innings. If you miss the hole twice and then make it the third time, you get 3 balls again. The board is marked "single, double, triple or homerun." For added involvement especially by adults, play teams, keep score, and have a tournament with a nice prize at the end. The more people you get involved, the more they will hang around and the more you can get to know them.
- **Bean Bag Toss (or Corn Hole):** This can be played by singles or partners. Place the boards opposite each other with the holes about 33 feet apart (closer for kids). Take turns tossing the bean bags from one board to the other. Don't go beyond the front of the board. You score 3 points when the bag goes through the hole; 1 point for each bag on the board. You play until someone reaches 21 points. (similar to horse shoes)
- **Frisbee Toss:** Have children stand about 10 feet back and toss the Frisbee through the hole. For the kids, they can win a prize if they get a Frisbee through any of the holes. For teens or adults, have them stand back 30 feet and toss the Frisbee through the matching-colored hole. Have them do it behind their back – whatever you want to make it challenging or fun. It can be as easy or as hard as you like!
- **Lollipop Tree:** This is the board with the multi-colored dots on the face. Put Dumdums or Lollipops in each of the holes. Give each participant 3 rope rings and standing a few feet back let them toss the ring at the board. Each lollipop that they lasso is theirs!
- **Table Games:** Included are the card game UNO and a set of dominoes. Set these up and invite people to play. This is a great way to meet people and start up conversations with them.

Miscellaneous equipment

- **6 tables**
- **12 chairs**
- **2 ice chests**
- **2 drink coolers**
- **Spare tire (on front) and jack and tire tool in the bin**
- **First aid kit and fire extinguisher**