Trunk-or-Treat

An Organizational Primer

From

Sunday School Center

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Introduction

What is Trunk or Treat?

Trunk-or-Treating is a fun, safe alternative to trick-or-treating, which began as early as 2005 in the USA. In it, an organized group of people decorate open car trunks and give out candy or treats to children, who walk from one parked car to another with their families. Games and other activities may be incorporated into the themes of the cars. Additional activities may include music, food, drawings, awards, and entertainment. Many churches and schools have turned to Trunk or Treat as an option for children to enjoy a safe, fun Halloween activity with their families. Churches also see it as an outreach opportunity to families in their neighborhoods.

Why This Article?

This article is meant to help you organize your thoughts and your decision-making process regarding your Trunk or Treat Event. It outlines ideas and offers suggestions, but also cautions you against pitfalls inherent in these events. It is by no means an exhaustive document, but we hope and pray it will be helpful to you.

Many Thanks!

Many thanks to our very own JJ Smith, whose experiences of presiding over Trunk-or-Treat at her own church for many years have been invaluable to writing this document.

Special Considerations

Party or No Party?

Halloween can be a controversial topic in churches. Whether or not to have a "Party" at Halloween or to offer participants an alternative to going "Trick-or-Treating" has long been a cause for discussion among church leadership. This article is not meant to debate the pros and cons of such an event. That is better left to the leaders in your home church. Whatever you do, we urge you to make sure that you go with what they decide. (**1 Corinthians 14:40** *Let all things be done decently and in order.* NASB)

COVID-19 Note

Even with many churches resuming activities, an event of any kind with children from the neighborhood may or may not be possible. However, an outreach such as an outdoor party like Trunk-or-Treat would probably be preferable to an indoor event.

How to Organize a Trunk-or-Treat Event

General Considerations

Approval

Before you can start organizing a Trunk-or-Treat you must make sure that the folks in authority at your church (pastor, elders, governing boards) are okay with sponsoring such an event. **No approval means No event.** You may need to sit down with one or more persons or groups well ahead of time to explain your vision for the project. Start this process no later than **June or July**, in order to give time for boards to meet or for the pastor to discuss the topic with other leaders and make a decision regarding the proposed event.

Timing

After you receive approval, you are still going to need a lot of time to organize this type of event. Start in the summer, **by August** at least, with your initial planning sessions. Too late for this year? Easy, just start planning now for next year's event!

Help

You are also going to need a lot of help organizing and running the event. If it's just you at the beginning, that's okay, but you are going to need more help very quickly, so think through who might be helpful and talk to them early; if possible, again, **by August**.

Planning Team

After prayer, the next most pressing priority, when planning an event of this size, is a strong Planning Team. Starting as early as possible, choose 1-3 persons to be part of this core leadership team for your Trunk-or-Treat event. Share this document with them, get ideas from our website or other resources (EX: PTO Today), and interview people who have worked on similar events in the past, while making your plans.

Think about WHY you want to have a Trunk or Treat event at your church. Are you trying to get people to come to your church? Are you trying to provide a safe alternative to Halloween activities for children in your area? Are you wanting to show how Christians can show love to other people? Your answers to these questions may help you decide how you want to do things at your event.

With your team, go through the different planning steps, focusing first on Location, Date & Time. Once those things are pinned down, make sure they are on the church calendar as far in advance as possible.

The Planning Team will also choose the Theme, if there is to be one, for the event. It will also determine if there will be a competition between the decorated trunks, and any awards that will be given. The Planning Team will also decide on any extras that you will have at your event; such as gift drawings, competitions and judging, activities, free food and any activity that may be held inside the building – like a Gospel presentation.

As you move forward, coordinate with the Pastor or other Staff regarding the event and secure any support or permissions needed. The Planning Team will also help select and supervise Coordinators for groups of volunteers.

At the end of the event, it's nice if the Planning Team receives summary reports from each of the Committee Coordinators and keeps them on file for next year's Coordinators. The Planning Team should also produce its own report for the next team.

Location and Date & Time

Location

Trunk-or-Treat events require a large, well-lit space where vehicles may park and where families and children may wander safely through the parked cars, doing activities, seeing the decorations, and receiving gifts and candy. When planning, make sure that your location is far enough away from the dangers of street traffic as necessary.

When choosing a location, ask yourself these questions: What are the advantages or limitations that your physical space may have? Is there enough space for the Trunk or Treat cars? Do you also have enough space for parking for the people who will attend the event? Will you need electrical access outside? Are there any local or city ordinances that would have to be taken in to account to have the event?

Will you have the attendees stand in line to enter the Trunk or Treat? If so, where will they stand? Are restroom facilities available? Will the church building need to be open to provide those facilities, or will you consider bringing in portable restrooms?

In case of rain or other inclement weather, will you move the event indoors?

If the event is to be held at church, are there any conflicting events that might require use of needed resources or space? What time of day will you have the event? **Will you need outdoor lighting**, if it is held at night?

Date & Time

Choose your date on or near Halloween, remembering that Trunk-or-Treat events do not have to be held on October 31st. You can choose the weekend ahead of time, or even weeks earlier; especially if you are opting for a "Fall Festival" themed event.

As soon as you have your potential date, **put it on the church calendar** and check for any conflicts for the time or space. Remember to allow for any extra time or days needed for set-up and tear-down work. Don't take it for granted that this has been taken care of by someone else. Do it yourself!

Early evening times are usually best for young children, for example 5-7 pm. Be sure to allow Trunk Hosts time to set up and tear down their displays. Also, remember to take into account when it gets dark in your area at that time of year. If people will be there after dark, you will need to have adequate lighting available.

While you are considering dates and times, determine if you will also **offer a meal** for participants and/or for invited guests. The meal may be free or you can charge a small fee. Allow time for the meal, if you decide to have one, on the calendar.

Theme Ideas

If you decide to have a Theme for Trunk or Treat, remember that not everyone who sponsors a trunk may want to adhere to it. But a theme is fun to have and if you make it a broad enough subject, and give people some ideas, you will find that folks enjoy being creative and coming up with trunk decorations that go along with the theme.

Some suggested theme ideas for Trunk or Treat:

- Disney Movies
- Under the Sea
- Superheroes
- Western Theme (Cowboys, etc.)
- Circus Theme
- Animals in the Wild
- Noah and the Ark
- Boardgames and Toys
- 60's Theme
- Pirates
- Farmyard Fun
- 80's Theme
- Aviation
- Sports

Car Design Ideas

- "Movie Theater" – Car #1 – Theater
  - Watch short kid's movies (Ex: Pixar shorts, or 3-2-1 Penguins)
  - Bring in chairs for children
  - OR Make boxes that look like cars and have an Outdoor Movie Theater
- "Movie Theater" – Car #2 – Concessions
  - Next door to Movie Theater
  - Give out free Popcorn
  - Dixie cups of water or hot chocolate
- "God's Ear" Car – Prayer Requests
  - Large Ear represented (papier mâché or Poster Board) with hole in it that goes to a soft bag
  - Adults help children write down their prayer request
  - Child crinkles up paper and puts it in God's ear
  - Adult then prays with the child about request.

Additional Ideas

You don't have to have a trunk to get in on the fun.

Ken and Barbie – Once for a "Gameboard and Toys" theme, a couple dressed up as the Mattel® toys Ken and Barbie and walked around during the event talking to the children and having their pictures taken with them.

Gospel Presentation – At certain points in the evening, invite families to come inside to the chapel and give a presentation of the Gospel. Involve your Pastor or Youth Pastor in doing so.

Organizing Volunteers

The Planning Team selects and supervises Coordinators for all other groups of volunteers. It also coordinates with the Pastor and Staff members at the Church. Several known groups of volunteers will be needed, but more may be needed for your particular event.

Planning Team members may choose to serve as Coordinators of various groups of volunteers. But on the day of the event, be sure to have at least **one person from the Planning Team**, who has **no other responsibilities**, available to supervise the event and to help answer questions. This person should have a working knowledge of all areas of the event. It would also be best if this person could be **dressed identifiably** as the **person in charge**. (Example: Circus Theme – Ringmaster)

The Planning Team should choose a Coordinator for each of the following groups of volunteers. Then it should allow those Coordinators to help choose or round up the volunteers for their committee. The Planning Team supervises the various Coordinators and helps them work out any difficulties they may encounter.

Responsibilities for each Committee are listed under the Coordinators titles.

Coordinators for Groups of Volunteers
- Advertising
- Trunk Hosts
- Event Volunteers
  - Kitchen Staff
  - Crowd Control
  - Runners & Floaters
  - Technical Support
- Follow-Up

Advertising Coordinator

Sooner is always better with advertising. In advertising, basically you tell people what you are going to do and keep telling them what you are going to do until at last you find yourself telling them what you did.

This team is in charge of all advertising for the event. This includes notifying the community of the event, by all means available. It also means helping advertise the event to the church, and helping notify church members of opportunities to serve as volunteers or to donate candy or other needed items for the event.

Ideas for advertising to the community:

- Social Media – Church Facebook page, etc.
- Postcards – with information for church kids and families to share with friends.
- Flyers
- Banners
- Community Options – such as radio, newspaper or Community Events Calendars

Ideas for advertising to the church:

- Announcements – check with your church office
- Emails
- Posters
- Candy Donation Boxes – decorated and in high-traffic areas at church
- Skits

During the Event:

- Outreach to people who attend the event!
  - This can be as easy as offering them a flyer while they are in line inviting them to your next worship service, or informing them of upcoming events such as Christmas Plays, Thanksgiving meals, etc.
  - Provide a "Photo Shoot" at the event for families to have their photos taken together. This can be done while they are in line.
  - Coordinate these efforts with the Follow-Up Committee Coordinator
- Take photos at event!
  - Put up a sign that you will be taking candid shots of folks during the event and that the photos may or may not be used in the future for promotions. If people want to opt out of picture taking, they need to sign a no-photo notice. Be sure to get a description of their costume, etc. so the photos of them don't accidentally slip past you.
  - Use the photos from the event to post on the church webpage, Facebook page, etc.
  - Use the photos to make up a video for the church to show at the next worship service, etc.

After the Event:

- Make a summary report of the various things you did while you were working on the committee. This will be REALLY helpful to those who do this next year!!
    - Include copies of emails and letters to your team and to any vendors you may have contacted.
    - Include flyers and banners you produced along with where they were purchased and any costs involved.
    - Write up things that you did that you think worked well and ideas for things that could be improved next year.
- Submit summary report to Planning Team to be filed, along with their own report, on the event. Next year's Advertising Coordinator will receive your report and thank you!!

Trunk Host Coordinator

The Trunk Host Coordinator is in charge of registering trunk host volunteers, notifying volunteers of all information regarding being a host, supervising the set-up and tear-down processes of the trunks hosted, being available before and during the event for any questions, trouble-shooting any difficulties along with Tech Support volunteers during the event, and thanking the volunteers for their participation after the event. The Coordinator will also write up a report of work done for the event and submit it to the Planning Team, as a reference for next year's Trunk Host Coordinator.

Before the Event:

- Coordinate with the Advertising Committee to notify people at church of the opportunity of hosting their own trunk for Trunk or Treat.
    - Work with Planning Team to determine how many spots are available for Trunk or Treat (there may be limitations due to parking lot size, etc.)
    - Encourage people you know to sign up and participate
- **SPECIAL NOTE:** People who host trunks at Trunk or Treat need to be people who are well-known members of your church.
    - If others volunteer, they must be well-known to yourself or to the Pastor or Staff at your church, and receive special permission ahead of time from the Planning Team to participate.
    - **It is imperative** that all of the people who are hosting trunks are well-known, trustworthy individuals, who work well with children.
- Obtain volunteer names, addresses, email addresses and cellphone numbers.
    - You may need to reach these people by phone during the event.
- Obtain other information from each trunk host regarding their proposed display.
    - Name and general idea of their Display
    - Is there a Game involved?
    - Will they need an electrical outlet?
    - Names and Cellphone numbers of all Adults at the display on that day.

Notify Trunk Hosts of the Following:

- Theme
- Competitions along with rules and categories, if applicable.
- Where to park
- When to set-up and tear-down
- Whether electrical access is available
- Support available to them; regarding candy, breaks, food or beverages.
- How to work with Parents and Kids
- Locations of Bathroom facilities and Lost Kid/First Aid Station

Contact the Planning Team to find out if there is to be a **Theme for the Event** and also if there is to be a friendly competition between trunk hosts.

- o Notify trunk hosts of THEME.
- o Notify trunk host of competition, if there is to be one, along with any rules or regulations regarding it.
- o Coordinate with Planning Team for judges, rules, prizes, etc.
- o Categories for awards can be fun. For example: Best of Theme, Most Popular, Best Game, Pastor's Pick, Most Creative, Biggest, Loudest, etc.
- Distribute all information necessary for the trunk hosts to prepare in advance and to do their jobs during the event.
  - o Information such as when to be there, where to park, what to bring, who to call with problems, support available, who will bring candy to them, etc.
  - o Include information on how to work with children and their parents and how to answer questions they may have.
  - o **Trunk Hosts** are the **most likely point-of-contact for visitors** with problems or questions. The better prepared they are beforehand; the better things will go during the event!
  - o Trunk Hosts need to have information about things like locations of: bathrooms, water or other refreshments, and lost child and first aid station.
  - o They must know what to do, or who to call, if there is a lost child.
  - o They must know who to contact if they can't answer a parent's questions.
- Trunk Hosts will design and create their trunk decoration.
- Designate where people will park their cars to display their trunks
- Decide when they can come to the parking lot and begin to set up.
- Space out the trunks which have games in their displays so that you don't have a bunch of them all together. It slows people down as they move from one display to the next. Intersperse trunks that hand out candy instead of playing a game in order to keep things moving along.

During the Event:

- Be available for questions prior to and during the event.
  - Make sure that all of the Trunk Hosts have your cellphone number and keep your phone with you and on at all times.
  - Keep in mind that something is probably going to go wrong. We live in a fallen world. Stuff happens.
- Be kind. Be flexible. Be reassuring.
- Wear something that helps people find you easily. If you are wearing a costume, let Trunk Hosts and Planning Team know what it is.
- Work with Tech Support to deal with issues regarding set-up and tear-down.
- Know where to find or how to contact the representatives of the Planning Team. What are they wearing? What are their cellphone numbers?
- Coordinate with floaters/runners regarding getting candy to cars as needed and providing short needed breaks for people hosting trunks.
- Take time to visit every Trunk Host, comment on their decorations and thank them for their involvement.
- Participate in competition if there is one. Congratulate winners!

After the Event:

- Watch over tear-down.
  - Make sure that things are packed up and put away.
  - Make sure that Trunk Hosts clean up their displays and their areas.
- Have Trunk Hosts return any unused candy or toys to the church building.
- Coordinate with Tech Support to make sure that electrical and other technical items used in displays are returned and stored properly.
- After the event is over, communicate with Trunk Hosts and thank them for their participation.
- Write a summary report of all the things you did as Trunk Host Coordinator.
  - Include any vendors you contacted or costs you may have had.
  - Include copies of information you handed out (by email or otherwise) to Trunk Hosts
  - Include ideas on what could be done differently next year and what you think succeeded well this year.
- Submit summary report to Planning Team to be filed, along with their own report, on the event. Next year's Trunk Host Coordinator will receive your report and thank you!!

Volunteers Coordinator

Lots of other volunteers are needed for Trunk or Treat besides those who host a trunk. You will find here a partial list. Your list of volunteers may vary depending on what activities and extras you wish to offer during your event. Plan accordingly! Your

Volunteers Coordinator can help supervise these folks. I'd also recommend having a Team Leader for each of the different areas of service.

- Kitchen Crew
- Crowd Control
- Runner & Floaters
- Technical Support

The Volunteers Coordinator needs to write a summary report to give to the Planning Team after the event. Please include a short summary of each of the teams for which you have a Leader. Get their input for their portion of the report. Thank you!!

Kitchen Crew Leader

The kitchen crew is just what it sounds like. My old joke of "Where you do you find the saints in Heaven?" is answered with the whimsical reply "In the kitchen, cleaning up." The Kitchen Crew Leader will work with the Volunteers Coordinator (who is also working with the Planning Team) to decide what will be done as far as food is concerned on the day/night of the event.

Decide early on whether or not a meal or snack will be offered for volunteers and their families that day. Also decide what if any snacks or beverages will be offered or available during the event; and if these will be available just for volunteers or for all the people who attend Trunk or Treat.

Some Ideas to consider include:

- Optional Meal for Volunteers and their families before the event.
- Hot Coffee, Hot Chocolate and Water in the kitchen for all volunteers.
- Hot Chocolate or Apple Cider for guests who visit the Event.
- Cold Water available during the event for guests.

You might want to have a booth outside where you can distribute water, hot chocolate, and hot coffee to guests. Coordinate with Trunk Hosts who may wish to have drinks or "concessions" at their trunk. Perhaps have one trunk dedicated to give out the hot chocolate prepared in the kitchen for the guests. If you do this, make sure that the car is parked close enough that you can take things to it easily from the kitchen.

Another idea is to have a "drive in" movie area where kids can watch Disney movies while seated in little chairs inside of cardboard box "cars". Give away free popcorn in bags and little Dixie cups of water.

Of course, you will need to coordinate purchasing of food and drinks as necessary, as well as preparation, distribution, and clean-up of all food, drink and preparatory spaces. Gather as many "saints" as you need to make it all happen. You know who they are! Thanks! And blessings!

Runners and Floaters Leader

During the event, Trunk Hosts will need to stay at their trunk while the guests are visiting. Depending on the length of the event and the size of the crowd, this can be a grueling period of time. The Runners and Floaters go back and forth from their central location giving needed support to the Trunk Hosts. They distribute candy, bring hot coffee, and can even act as substitutes at trunks, if the hosts need a short break to go to the restroom or just to go inside to warm up for a while.

The Team Leader stays at one central location, preferably where he or she can see all that's going on, and supervises this activity. Runners take candy to various trunks as needed. Floaters substitute for trunk hosts at their trunks if they need a short break.

As they are out doing their jobs, the runners and floaters may become aware of a new need (someone is running out of candy, etc.) They can text this need to the Team Leader, who can send out candy to a certain trunk or to send a floater to another.

Candy should be kept in plastic buckets or bins which can be taken to individual trunks.

Clean up at the end of the event. Thank volunteers! Store any unused candy at a prearranged spot, such as the kitchen.

Crowd Control Leader

Volunteers will be needed to help get guests to and from the trunks in a safe and orderly manner. Anybody who tells anybody where to go, park, or stand falls under the responsibility of the Crowd Control Leader. Your needs may vary, but basic sections of Crowd Control include:

- Parking

- In Line

- Inside the Building

Parking – At a Trunk or Treat, you don't just need parking for the "trunks", you also need parking for the folks who will be attending the event! People generally come and go at these events, which means that there will be a somewhat constant inflow and outflow of cars from your parking lots. Excellent signage, a clear traffic flow plan, and easily identifiable parking lot volunteers are essential to a successful event.

Ahead of time, decide what portion of the available parking area will be designated for guest parking. (Remember to include space for those volunteers at the event as well.) Decide on traffic flow routes for guest parking. If your church has a parking lot ministry already, coordinate with them to determine what has worked best at other events of this size. Obtain signs, traffic cones, streamers or tape to help create the flow routes. Decide how many people you will need at key positions to help people enter the parking lot, park and later to exit. Organize volunteers, give copies of the flow routes, explain

responsibilities. Make sure they understand safety precautions and have appropriate safety clothing. Practice ahead of time with new volunteers.

On the day of the event, make sure the parking lot volunteers are at the event well ahead of guest arrival. Make sure you have enough volunteers for the entire time, allowing for a few breaks for your volunteers.

In-Line – As always, assess you own particular situation. Decide where people will be allowed to enter the event. Limit the flow of people into the event so that there aren't big crowds at the trunks. Let in just so many people at a time.

You will need to have people who count guests as they enter. Have two "clickers" for this. Let one person count the children and the other person count everyone else.

Crowd Control in line at Trunk or Treat is very important. Guests are there with their young children. They are wearing costumes. They are going to something FUN! And they will be looking forward to getting started!

You will need people who understand all of these facts and who help the children and their parents be patient in line. Have crowd control in place long before your event opens. (30-45 minutes ahead, depending on the advertised start time.)

In line crowd control volunteers greet people, welcome them, and interact with the children. One fun "in line" idea is to have someone bring fun "photo frames" and offer to take pictures of folks in line **with their own cell phones**, so that they have them later. Coordinate this with the Advertising Coordinator and/or Follow-Up Coordinator.

Inside the Church – If the church building is to be open, whether for bathroom access or other reasons, you will need volunteers for crowd control in the building. Putting people by the entrance will help direct folks and make sure that everyone who enters the building also exits. A clear view to the bathroom door is preferable, but if none is available, it may be necessary to place other volunteers in the hallway to help direct folks to the restroom, or to answer any other questions.

Crowd Control in the church is needed to make sure that everyone who enters the building does so for appropriate purposes and then exits after their business has been conducted.

These volunteers should have cell phones and know who to call for help if any situation out of the ordinary arises.

If many guests will be in the building, or even if not, you might want to consider hiring an off-duty police officer for your event as well.

Technical Support Leader

It never fails, what can go wrong, will at some point. And when it does, you need Tech Support! The Technical Support Leader needs to be a person who has access to the mechanical and electrical rooms and can get you that 100 feet of electrical cable that

you so desperately need. Think about who that is at your church. Are they available on the date of your event? If not, who do they recommend? Make sure this person is your Tech Support Leader.

The Tech Support Leader may need a team to help him or her. If so, help this person find all the help they need! Sit down ahead of time and explain, in as much detail as possible, exactly what mechanical and electrical needs your event will have. Explain how many of these things need to be set up ahead of time and by what time of day you need things to be up and running. Allow the Team Leader to determine how much time they will need to get everything ready. Be sure they and their team are on site at least that early and that they plan to stay until everything is torn down and put away safely.

Remember that some Trunk or Treat cars may need electrical outlets. If so, ask the Team Leader to recommend where those cars should be parked on the day of the event.

Determine if you will need outdoor lights in addition to what is available in the parking lot. If so, the Team Leader needs to be aware of this early on. Get their advice on how best to set up the lighting and when to get started with it.

Think about extra planned activities and their demands. Will you have a band, microphones for announcements, speakers, decorative lighting, or special areas where you will need extra lights? Be sure to mention all of these. Give the Team Leader a list of all the things you are hoping to do. Get their advice on what you will need. Rent any necessary equipment.

Will computers be used on site to register families when they enter and get addresses, etc.? If so, make sure that these will be available.

In addition, you may also need tables, chairs, outdoor stage equipment, awnings, and any number of other things. Discuss these with your Technical Support Leader to make sure they will be available on the day of the event. Who will bring them outside, set them up and put them away? Does the Team Leader need a team to help with these things? If so, make sure they have all the help they need.

Have people on this team who are willing to work with the Trunk Hosts and help them set up their trunk displays, if they need Tech Support. For instance, they will need to know where to park if they have electrical needs for their trunk display. They will probably also need things like tape, scissors, markers, extension cords, etc. and may want to bring chairs out to put near their trunks. Assign someone from this group to help with those things as needed, so that the Tech Support Leader can focus on other things on the day of the event.

The Technical Support Leader needs to give a brief accounting of what materials they used and any layout suggestions for next year, after the event. Be sure to give this to the Planning Team to put in their report.

Follow-Up Coordinator

Completely out of the lime-light and one of the most necessary and important jobs is the Follow-Up Coordinator.

Contrary to the title, the Follow-Up Coordinator starts working long before the event. This person should meet with the Planning Team and the Advertising Coordinator when flyers and invitations are being created and plans are being made about information that might be obtained from guests at the event.

The Registration Team at the Event could be members of the Follow-Up Team. The Registration Team might have a table near where people line up to go in the event. They may ask for names of families and contact information. Do not make registration mandatory, but you can have a drawing for folks who register and give out a few prizes. Gift cards work well as prizes.

On the piece of paper that the guests fill out, put a check box asking if they would like to receive information regarding future events at the church. (Like next year's Trunk or Treat.) You can also have flyers at the same table about upcoming events like the church's Thanksgiving Dinner or Children's Christmas play which people can pick up for future reference.

If people fill out the forms then you have the opportunity after the event to make contact with them, either by mail, email or phone during the next few weeks. You can invite them to bring the children to the next church event or to Sunday School.

The Follow-Up committee needs to keep the list and contact information and pass it along to the church office for their records.

The Coordinator should write up a report after Follow-Up is concluded regarding what was done, how people followed up, and recommendations for next year. This report should be given to the Planning Team.

Lost Child/First Aid Station

Having actually lost a child at a large outdoor venue (We found him, by the way – All glory to God!) I can speak to the importance of having a Lost Child area with people who can quickly help you locate the child. I suggest having one central location, outside where you can see everything, that serves as a Command Center as well as a Lost Child and First Aid Station. One of the Planning Team can be there as well as the Trunk Host Coordinator and the Runner/Floater folks can headquarter there as well. Basically, this is where folks come if there is an issue, with just about anything. Have a selection of Band-Aids on hand for scrapes. You might want to have an awning, a table and some chairs, as well as containers of hot coffee and ice water. Have a plan ahead of time for what to do if there is a lost child reported, including making a public announcement and halting all traffic in and out, until the child is found. Plan on calming any anxious parents' hearts, as someone kind did for me once.