



Event Trailer Manual



Usage Policies

1. The Pottawatomie-Lincoln Baptist Association (PLBA) Events Trailer is reserved for use by cooperating PLBA churches for local church sponsored outreach events and local community events to promote the church or PLBA.
2. The Events Trailer must be reserved two weeks in advance by a PLBA member church and may not be taken outside of the PLBA area.
3. The Events Trailer may not be reserved for multiple consecutive days without approval of the Mission Partnerships Team of Pott-Lincoln Baptist Association, to insure opportunity of use by all PLBA churches.
4. A \$100.00 security deposit, a \$100.00 usage fee, which includes 200 servings of consumables, proof of church event insurance and event request form must be received in the Pott-Lincoln Baptist Association office to guarantee the reservation. Additional consumables may be purchased in \$100.00 increments (200 servings). The security deposit will be returned upon receipt of the trailer, in the same condition in which it was checked out, and receipt of the survey/evaluation form.
5. Churches will be responsible for repair fees for damage of the trailer or equipment resulting from neglect or abuse (usage not in compliance with PLBA Event Trailer Instructions). Any repair fees must be paid in full prior to any subsequent Event Trailer reservations.
6. Each church is responsible to carry event insurance to cover liability and damage claims associated with the use of the trailer. Proof of insurance must be received prior to trailer pick up.
7. The vehicle pulling the trailer must be equipped with a 2 5/16" ball and a four-way, flat light connector. A seven pin connector is also available.

Events Trailer Instructions

The Event Trailer is an evangelistic/mission tool designed to accompany church outreach events. It is designed to aid in reaching lost people with the Gospel. The trailer's estimated contents would rent for approximately \$2,000 a day if rented individually. We would appreciate any tax-deductible gifts made toward adding additional items toward the trailer and its usage, as well as providing a usage-fee-scholarship for smaller-in-attendance churches.

These instructions explain how to set up, use and return each component in the trailer, so it is ready for the next church to checkout. This guide is provided to all persons who complete the PLBA Event Trailer Coordinator training. Every church must have a trained person present to oversee the unloading, use and repacking of the Event Trailer, to ensure proper procedures.

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Chapter 2: Power

1. Utilize power from the facility or building where the event is taking place. If this is not possible, the Event Trailer comes with one (1) 3,150 watt propane generator, three (3) 50-foot cords, and one (1) 25-foot cords.
2. Instructions for starting and stopping the generator are in the manual
3. Please check the oil before cranking. Please note if there is a “low oil” light.
4. The generator is not designed to run all the equipment at the same time.

Chapter 3: Sound

The Event Trailer includes amplified speakers, stands and microphones.

1. Assemble per manufacturer’s specifications. Place amplified speakers on stands. Connect power. All audio data can connect via Bluetooth or appropriate patch cables. Do not allow the speakers, cables or microphones to get wet! Two mics and 2 mic cables are provided.
2. Please return the clean and dry speaker stands into the bag and replace them in the trailer where they were originally located.
3. Return the clean and dry amplified speakers to their place in the trailer.

Chapter 4: Food Preparation

The Event Trailer includes a snow cone machine, cotton candy machine and popcorn machine. Your premeasured popcorn packets, bags, snow cone syrup, cotton candy floss, cones and hotdog paper tray holders will be provided by PLBA. Discontinue all food preparation at least 30 minutes before the end of the party and begin cleaning the food equipment.

For complete operating instructions on the equipment consult the Operating Manuals in the trailer.

1. Popcorn: The popcorn machine utilizes pre-mixed packs of pre-measured oil, flavoring and popcorn. Open the packet, pour it in and turn on the machine. One ounce of popcorn = one serving. To make popcorn:
 - a. Turn on the kettle and let it warm up for 2 minutes. (Buttons are on the inside of the popcorn machine at the top.)
 - b. Turn the rest of the buttons on.
 - c. **Only use premeasured popcorn packets provided by PLBA!**
 - d. Please clean the cooking pot and walls thoroughly when finished.
2. Snow Cones: Place the snow cone machine on a waterproof table. The snow cone machine requires a large cup of ice for every snow cone cup. To make snow cones:
 - a. Open the grinder lid and pour in the ice. Close the lid.
 - b. Turn on the machine and make a snow cone. Place snow cone in the holder.
 - c. Add flavored syrup to the cone. Two pumps of syrup is enough for an average snow cone. Please thoroughly clean and dry the snow cone machine and syrup pumps (give special effort in drying these) before returning them to the trailer.
3. Cotton Candy: Turn the Motor & Master Switch ON. Wait 10 seconds, then turn Heat Switch ON. ***Please reference the manual for complete operating instructions.***

- a. Turn the Heat Control Knob clockwise to maximum setting to initiate the fastest possible warm-up. The machine should start making floss in about 30 seconds.
- b. When unit starts making floss, **reduce the heat setting**. Turn the Heat Control counter-clockwise to eliminate smoking. If the unit is operated at the “startup” setting it will carbonize the element.
- c. Once the ideal Heat Control setting is found, operate with the setting near this position each time.
- d. When the floss head needs to be refilled with sugar, or to stop the machine, turn the Heat Switch OFF and allow the motor *to run for at least 1 minute to “cool down”* the floss head, then turn the Motor & Master Switch OFF.

Chapter 5: Bounce House/Tarp/Gaga Ball Pit

Please consider the velocity of the wind before setting up the bounce house. The bounce house can become dangerous or be damaged in winds of 20 mph or greater. If winds reach these speeds during the event, the bounce houses should be shut down immediately. Churches will be held responsible for damage to the bounce houses. See Inflatable Bounce House/Gaga Ball Pit Instructions.¹

If the bounce house is wet, please dry it using dry towels. This will prevent mildew from destroying the bounce house.

1) Set up Instructions:

- a) ALWAYS place the furnished tarp underneath the bounce house, with an extended area at the end of the slide. Take the bounce house out of its trailer location and unroll it.
- b) Connect the blower to the input vent on the side of the bouncer.
- c) Close off the other vent.
- d) Plug blower into power cord. If it does not start, press the button on the plug. The bounce house takes about 5 minutes to inflate. Note: The blower must stay on while children are in the bouncer.
- e) The bounce house must be staked down for compliance using the 18-inch metal stakes.

2) Take Down Instructions:

- a) Sweep out, blow out, then use damp mop with disinfectant (diluted bleach water) before turning off the blower.
- b) Turn off the blower. WARNING: THE BOUNCE HOUSE WILL IMMEDIATELY CEASE TO BEAR ANY WEIGHT.
- c) Remove the blower from the outlet vent and open both air vents.
- d) Three people begin at the front and remove the air by rolling up the bounce house tightly toward the outlet vents.²
- e) Standing at the front, fold the left and right sides so they touch in the center, like closing two shutters on a window leaving the outlet vent clear. Then fold one more time.

¹ Appendix 7, pages 20-22.

² See folding instructions.

- f) Two people can roll tightly from front to rear. The large bounce house should fit easily on the dolly and in the front of the trailer. If it is too big, repeat the roll up procedure.
- g) Stand the roll up, and strap to hold tightly.
- h) Attach the Bounce House to the hand truck with two straps.
- i) Return it to the front of the trailer through the side door.

3) **General Guidelines:**

- a) ALWAYS requires two (2) adult volunteers to monitor the bounce house.
- b) Limited to six (6) children in the Bounce House at any time. Smaller children should be with smaller children and larger children should be with larger children.
- c) Shoes must be removed before entering Bounce House.

Chapter 6: Games

There are multiple games in the Event Trailer. Add additional games as you have volunteers and supplies. (Games may vary as to their availability.)

- Gaga Ball (for inflatable pit) Instruction (see Appendix 3)
- Ladder Toss Instructions (see Appendix 4)
- Washer Toss Instructions (see Appendix 5)
- Cornhole Toss Instructions (see Appendix 6)
- Horseshoes, Giant Jenga, Slammo, Badminton, Volleyball, Giant Connect 4, 2 in 1 Bean Bag, Washer Toss Game, Disc Golf Game, several board and card games

Chapter 7: Repacking the Event Trailer

1. Please thoroughly clean and dry all equipment (for mildew prevention) before returning it to the Event Trailer.
2. Please return each item to its assigned place (Pictures, designating locations, are attached inside the trailer along with an inventory list).
3. Please be sure to RE-ATTACH ALL TIE-DOWN STRAPS on each shelf to prevent damage in transit.
4. Please ensure all equipment is ready for the next church to use.
5. Please make sure everything is in its proper bin before closing the trailer.³
6. Please report any needed repairs resulting from normal wear and tear.⁴

³ Check the inventory sheet on the bungee cord at the back of the trailer for reference.

⁴ Remember the church has agreed to repair or replace anything broken by negligence or abuse during your event; refer to Appendix 9 (pages 8-10) to check each item as you remove them and check them again when you repack them into the Event Trailer.

Appendix 1: Event Sponsor Shopping List

The following items will not be on the event trailer. You will need to prepare or purchase before your event.

Popcorn, Snow Cone, Cotton-Candy machines:

- ☐ Use bagged ice from a convenience store. **Do not use block ice or soft ice (like Sonic)!**
- ☐ Cups for snow cones

Drink Coolers:

- ☐ Paper cups
- ☐ Lemonade, Tea, hot chocolate or other drink mix

Registration:

- ☐ Registration cards
- ☐ Pens/pencils
- ☐ Hand stamps/ink, or tickets, name tags, other registration verification
- ☐ Registration cards / papers

General:

- ☐ Garbage Cans and trash bags
- ☐ Additional tables and chairs
- ☐ Flat-bed trailer or other stage area
- ☐ Promotional tickets, yard signs, mail outs
- ☐ Door prizes for men, women, boys and girls

Appendix 2: Gaga Ball Instructions

- All players start with one hand touching a wall of the pit.
- The game begins with a referee throwing the ball into the center of the pit.
- When the ball enters the pit, the players scream 'GA' for the first two bounces, and 'GO' on the third bounce, after which the ball is in action.
- Once the ball is in play, any player can hit the ball with an open or closed hand.
- If a ball touches a player below the knee (even if the player hits himself or herself) he or she is out and leaves the pit. If a player is hit above the knees, the play continues.
- If a ball is caught on a fly, the player who hit the ball is out.
- Using the walls of the octagon to aid in jumping is legal if the player does not permanently sit on the ledge of the octagon.
- Players cannot hold the ball.
- If needed, a second ball can be thrown in the pit to expedite the end of the game. The last player standing is the winner of that round.



Appendix 3: Ladder Toss Instructions

Ladder Toss is played with 2 or more players or teams. Each player has 3 colored bolas. A bola is 2 balls attached by a nylon rope. The object of the game is to wrap your bolas around the steps of the ladder. The ladder consists of 3 steps, a top, middle and a bottom step.



Playing the Game:

Prior to game play a line must be set 8 paces from the ladder. This is called the toss line. The official toss line is 25 feet away, but most players measure 8 paces from the game ladder to set the toss line. Allow for a closer toss line for children's games say 10-15 feet.

Ladder Toss is played in rounds, each round consists of all players tossing 3 bolas. A coin toss is used to decide which player or team will toss first. The first player must toss all 3 bolas before the next player is able to toss his or her bolas. Bolas can be tossed in anyway the player chooses, if they are tossed individually and can be bounced off the ground. The winner of the round earns the first toss in the next round.

Games are played to an exact point total of 21.

In order to win, a player must be the only one to score exactly 21 points after the completion of a round.

If a player goes over the exact point total, that player's points for that round do not count.

For example: A player with 18 points needs 3 points to get the exact score of 21 in order to win. If that player has 5 points hanging on the ladder after all the players have tossed all strands, none of those points count and the player will enter the next round with 18 points again needing 3 points to win.

In the case of a tie, the players that tie will play as many overtime rounds as needed until one player ends a complete round 2 points ahead of the other player. The 2-point rule only applies in overtime rounds. During regular play any player can win if that player is the only one to score an exact total of 21 points at the end of that round no matter how many points the other players have.

Etiquette of the Game:

Basic etiquette of Ladder Toss states that contestants should make as many remarks, sounds or movements as possible during play in order to distract the opponent's during play. Touching the player during tossing is never allowed.

In the course of play no contestant is to walk to the ladder prior to completion of the current round of play.

Scoring:

After all teams have tossed all their bolas, scoring is determined by the bolas that are still hanging from the steps. Players can knock-off bolas during the game, in fact knocking-off other players bolas is encouraged and a good way to play defensively. Bolas that are knocked off during play do not count as points. Only bolas that are left hanging after all bolas are tossed are counted as points.

Points:

Points are determined by which step your bola wraps around. The top step is worth 3 points the middle step is worth 2 points and the bottom step is only worth 1 point. Players can score an optional bonus of 1 point by hanging all 3 bolas from the same step or by hanging a bola on all 3 (1-2-3) steps in one round. The highest amount of points available per player is 10. This is accomplished by hanging all 3 bolas on the top (3 point) step.

Team Play:

Four players can play Ladder Toss by alternating play each round. Players simply alternate turns with teammates. Extra bolas can also be purchased so up to 4 players can play individually on the same ladder or a second ladder can be purchased for team play. With multiple ladders 2 players on opposite teams would be on one side and the other 2 opposing players would be at the other game ladder. One side would toss all bolas and the other team would toss them back. Same rules apply.

Set Up

Set the Two Ladders side by side with one ladder ten feet from a throw line and the second ladder 20-25 feet from a throw line. Depending upon which ladder rung the bolas land will determine the prize.

Glossary of Terms:

Bolas: A Bola consists of 2 golf balls attached together with a piece of nylon rope. Golf Balls are spaced 13” apart.

Ladder: The ladder is the structure that consists of 3 steps each spaced 13 inches apart.

Steps or Rungs: Each ladder has 3 steps. The top step is worth 3 points, the middle 2 and the bottom 1 point.

Toss Line: The line that the players toss from. Officially is set to 15 feet. For backyard games 5 paces works fine.

Ladder Ball Includes:

- 2 Game Ladders
- 2 Sets of Bolas (3 Red and 3 Blue)
- 1 Carry bag
- 1 set of official rules

Ladder Ball Assembly:

Your ladder needs to be assembled prior to playing. Begin by fastening the 2 uprights to the 2 bases with the supplied knobs. After both uprights are fastened to the bases insert the round steps. The top and bottom step are identical, and the middle step is the one with threads on the ends. Once all the steps are inserted screw in the remaining 2 knobs into both ends of the middle step. Do not over tighten the knobs on the middle step or use any tools to tighten them. The clearances on your new Ladder Toss game are very tight at first. The holes drilled in the ladder are meant to be tight and it will become easier to assemble after the first few times you assemble and disassemble the game set.

Ladder Toss Warnings:

Before playing your new Ladder Toss game, please READ ALL warnings and rules. Your game will provide a lifetime of playability if used as intended and stored correctly.

Remember to play safe, have fun and go for the ten-point toss!

Safety is important in all games:

- DO NOT swing the bolas unless tossing them at the ladder during normal game play. Injury to yourself or others may occur if bolas are used improperly.
- The bolas provided with your new Ladder Toss game are connected using special anchors that, under normal game play, will provide a lifetime of use. DO NOT pull excessively on the bolas (tug-of-war) as abuse of the bolas may cause the anchors to pull away from the ball.
- Do not attempt to wrap bolas around body parts. Parents, please supervise younger children during game play. Kids can do crazy things with the most innocent of toys.
- DO NOT stand on the steps of the ladder. They are designed for normal game play only. Any misuse of the ladder may result in injury or damage to the ladder.

Appendix 4: Washer Toss Instructions

Game Setup

1. The two washer boards should be placed on a flat surface 30 feet apart for all games except the 3-hole board game which should be placed 10 feet apart from the front of the boards.
2. The preferred surface to play on is short grass.
3. During one-on-one competition, the first player will toss at a selected board while the second person follows from the same spot. After tallying scores, players will then pick up the washers thrown and throw to the other board. During two-on-two competitions, teammates will stay at the opposite board.



Player Positioning

1. Washers is a team game, each team will have a player situated at opposing washer game board unless the game is one-on-one, in which please see Section 3 under “Setup.”
2. Each player must throw their respective washers with both feet on the washer board. The foul line is the front of the board.

Scoring

1. Each player has a turn to throw three washers in each round. During one-on-one games, players will tally the score from that round and proceed to throw back at the other board. During two-on-two games, after a round is thrown and score is tallied, washers are then picked up and thrown by the other set of opponents.
2. On the 3-hole washer board. The closest hole is worth one (1) point, the middle hole is worth three (3) points, and the furthest hole is worth five (5) points. Washers must drop into the hole completely to score. A thrown washer from either player can knock washers on the board in a hole. It is important to remember whose washers are on the board in case of a knock-in throw. The owner of the knocked-in washer receives the applicable score for the hole into which it was
3. On the 2-hole washer toss game (1) point for the inside of the game on the carpet, (2) points for the larger pipe and (3) points for the smaller pipe. There are no points for being close to the box Washers laying on the top edge of the box receive no points unless it is knocked in by another washer during play. The owner of the knocked-in washer receives the applicable score for the hole into which it was knocked.
4. On the 1-hole washer toss game (1) point for the inside of the box and (3) points for the pipe in the middle. There are no points for being close to the box Washers laying on the top edge of the box receive no points unless it is knocked in by another washer during play. The owner of the knocked-in washer receives the applicable score for the hole into which it was knocked.

Canceling Points

1. After a player has thrown three washers for their turn, the other player can cancel out the opponent's score.
2. For example, if Player A throws a washer in the first hole for 1 point, the middle hole for 3 points, and then misses the third shot, the score would be 4 points for Player A. However, the opposition, Player B, has a chance to cancel points from Player A's total during this round. If Player B throws a washer in the first hole for 1 point and the last hole for 5 points, and then misses the third shot, the score of the first round would be 5 to 3 in favor of Player B because the washers that landed in the first hole for one point cancelled each other out.
3. The cancel rule is counted only for turns in the same round. Both players must throw all their washers for a complete round.

Player Turns

1. The player or team to score last (no matter if the throw is cancelled or not) throws first in the next round.
2. A round consists of a player making three washer throws in a row as one turn, and then an opposing player making three washers throws in a row as the second turn. Thus, a round consists of two turns.

Skunk Rule

1. The skunk rule is in effect unless otherwise agreed upon by both teams before a game begins.
2. If a team outscores another team 11+ to 0, then the team with zero is SKUNKED (they lose). The team that outscores the other team 11+ to 0 wins the game.

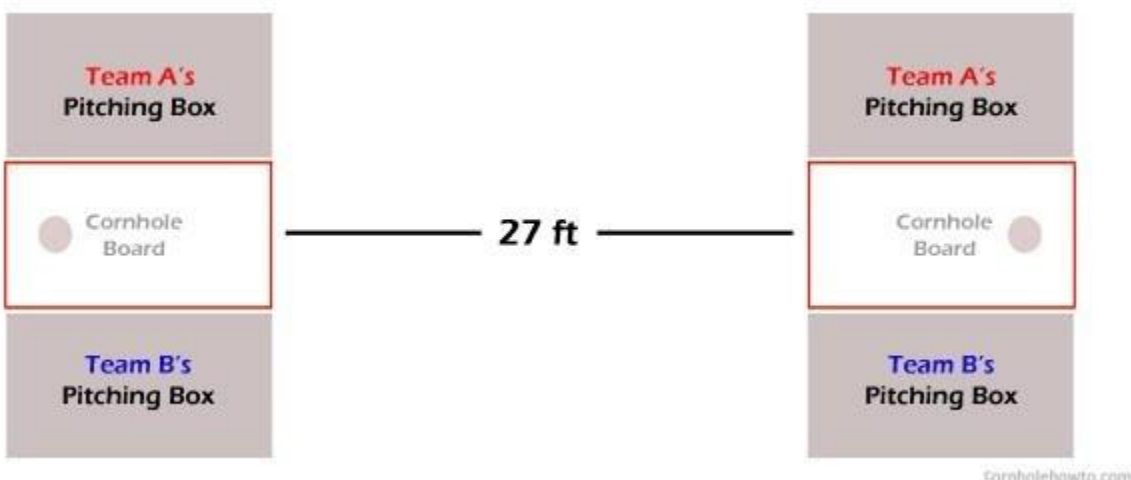
Winning

1. The first player or team to reach exactly twenty-one (21) points wins the game.

Appendix 5: Cornhole Instructions

Game Setup:

Find a nice flat surface on your lawn, in a parking lot, the beach, etc. Set up your boards directly facing each other with 27 feet between the front edge of each board. Cornhole can be played with 2 or 4 players. Pick which side of the board you'll throw from. In a 4-player game, your partner's pitching box will be directly across from you. In a 2-player game, if you start throwing from the left side of the board, you'll walk directly across to the other board, and throw back from the right side. Lastly, pick your bags (4 for each team) and get ready to play!



Game Play:

Decide who goes first (usually the ugliest person) then take turns throwing bags with your opponent. You throw one bag, then your opponent, then you, then your opponent, etc. Your feet may not go past the front edge of the board. If they do, a foul is called, and you get pelted with cornhole bags. Also, a tossed bag may not touch the ground. If it hits the ground and bounces up on the board, remove it before any other bags are thrown. If it's hanging off the board and touching the ground, remove that as well. When all 8 bags have been tossed to the other side, add up the score (see scoring below). If you earned the most points in that single round, your team will throw first in the next round.



SCORING AND WINNING:

Scoring is simple. After all bags have been thrown, a bag remaining on the board is worth 1 point. A bag that went in the hole is worth 3 points. Add up how many points you earned and compare them to your opponents. Equal points cancel each other out so that only one team can score per round. For example, if you scored 5 points and your opponent scored 3, you will add 2 points to your overall score and your team will throw first in the next round. If you scored 6 points and your opponent scored 6 as well, there will be no points awarded and whoever threw first in the last round will throw first again. A game is won when a team reaches 21 points with a lead of 2 or more points. The first team to win 2 games wins the match.

Of course, you can play with your own rules. For example, some play with the rule that you must reach 21 exactly. If you go over in points, your score is automatically reduced to 11 and play continues. Another variation is to count every point (no negation of equal points) and see who has the most points at the end of 13 rounds.



HELPFUL TIPS:

1. Clear the area of any debris that might ruin your bags.
2. You can pace out the 27 feet, but if you're a real fanatic you'll keep a small measuring tape or pre-measured string attached to the undersurface of one of your boards. Fancy!!
3. Make sure your boards are in a very solid position. There is nothing worse than a moving cornhole board. Nothing!
4. Keep in mind that if you're right-handed your throwing arm will be more in line with the opposing board when you're on the left side of the board and vice-versa if you're left-handed.
5. Cornhole is no place for children! The little stinkers love to get in the way, steal your bags, and climb on the boards. However, studies show that a bag to the head is an excellent method for teaching children to stay away. There is one exception to the no-children rule – see #6.
6. Balance yourself by holding the other bags, a beverage, or any other random object in your non-throwing hand. This really helps! Furthermore, when your spouse tries to stop the game by insisting you hold the baby, you can thwart their evil plans by holding the baby AND playing cornhole. It's a beautiful thing.
7. Learn to toss the bag in different ways. A low, fast pitch will knock an opponent's bag off the board. A high, lofty toss with some back spin will help you clear a barricade of bags without pushing your

opponents into the hole. Spin your bag like a pancake and it will land gracefully on the board and slide right into the hole. The list goes on and on.

ESSENTIAL CORNHOLE TERMS:

Woody, Boarder: A bag that ends up on the board.

Cornhole, Holer, Corn in the Hole: A bag that ends up in the hole.

Dos Cornholes: Throwing two bags in the hole.

Holy Moly Triple, Cornholy: Throwing 3 bags in the hole.

The Great Cornholio: A person that throws 4 bags in the hole. All present are required to bow down in reverence to this cornholer.

Get that corn outta my face!: A term used whenever you successfully counteract your opponent's attempt to score. For example, when you put a bag in the hole immediately after your opponent does or when you successfully knock your opponent's bag off the board.

Corn On The Cob: When a player puts every bag on the board.

Nothin' But Corn: When a bag is tossed right through the hole without touching the board.

Appendix 6: Inflatable Bounce House Instructions

Set-up

1. Check ground for a flat level surface void of anything that may puncture the bottom of the Inflatable. Check height clearance for trees, power lines, or overhead obstructions. Tarps should be placed underneath all Inflatables before proceeding to Step 2. (Never operate the Inflatable without a tarp underneath).
2. Unroll the Inflatable in the direction you wish the Inflatable to face. Unfold until the Inflatable is completely flat and ready for inflation.
3. Attach the Blower(s) to the “Port” (extended air hose / blower tube). The “Port” is generally located in the very back or on the sides of the Inflatable. Tie off any additional “Ports” by turning the material clockwise and tying the tie around the Port. Leave a little air escaping so the Inflatable will not burst.
4. Close All Velcro / Zipper compartments.
5. Attach heavy extension cord(s) from power source. (Designate One - 20-amp fuse for each Blower. Generally, this equates to one - 110-volt Outlet for each Blower.) Use the extension cord(s) in the trailer and do not extend more than 100 feet from the power source.
6. Turn the Power on. (Blowers have an on/off switch located on the blower.) While the Inflatable inflates, check to make sure only slight air is escaping the vents or ports.
7. Check to make sure the Port (air hose) leading to the Blower is not twisted.
8. Secure the Inflatable by staking the unit on all 4 corners. Drive stakes halfway in at a 45-degree angle away from the inflatable.



Safety Instructions / Operation⁵

- 1) Adult supervision always required. Never leave the Inflatable unattended or unwatched. Only jump and play on a fully inflated unit. DO NOT allow riders to play or climb on inside or outside walls or roof of unit, and NEVER allow riders to hang on or pull netting or columns.
- 2) Only 6 guests on the Inflatable at a time.
- 3) Guests must remove shoes, pocket items, glasses, jewelry, etc.

⁵ The Inflatable should not be operated/shut down if winds exceed 20 mph. The Inflatable should not be used in rain or lightning conditions.

- 4) Diving and flipping are strictly prohibited. No back flips, roughhousing, horseplay or bouncing against walls. Guests should not take unnecessary risks.
- 5) No food, drink, or gum on or in the inflatable. NEVER spray the Bounce House with a water hose – Electricity and water DO NOT MIX!

Takedown

- 1) Check for any loose items left on the Inflatable. (Sweep, vacuum. or blow off where appropriate).
- 2) All Guests should be clear of Inflatable- Including: stakes, flagging, weight bags, etc.
- 3) Turn Off or Unplug Blower. Disconnect the Blower from the Inflatable.
- 4) Open All Velcro / Zipper Flaps, Vents, and Ports to allow air to escape and the Inflatable to deflate. Deflation time varies on the Inflatable (10 – 20 minutes).

How to Roll an Inflatable

The Key to a Good Roll is to fold the material neatly in toward the middle of the Inflatable.



Step 1: Fold all material toward the middle of the Inflatable and expose the bottom/edge seams of the Inflatable.

Steps 2-3: Fold one side of the Inflatable, lengthwise, $\frac{1}{4}$ distance to the other side. Repeat on other side (edge seams should meet in the middle).



Step 4: After folding the Inflatable twice lengthwise, walk out air towards Ports (Blower tubes).

Step 5: Fold the Inflatable in half lengthwise and walk out air towards Blower tubes again. Tuck in any extra material.



Step 6: Push straps 2-3 feet under the Inflatable (at Blower tube end) before rolling. Doing so now will keep you from lifting the entire roll later. (Ours have D-ring buckles, not “S” hooks).

Step 7: Begin rolling from opposite the Blower tube end. (This pushes air out as you roll.) **Take your time and roll as tightly as possible.** Keep the roll lined up, tuck any in extra material, as you go and do not allow any part of the roll to sag. Loose rolls are difficult to move.



Step 8: Tuck in Ports/Blower tubes and tie off with the straps. Tuck in hoses or extra material. Tighten the straps tight. Be careful not to break the straps.

Step 9: Stand up Inflatable for moving to the trailer using 2-wheel dolly.



Appendix 7: PLBA Event Trailer Check-Out Form

Event Date _____

Church Name _____ City _____

Contact Person _____

Contact Phone _____

Contact Email _____

Name of Church Insurance Carrier _____

Policy # _____

Person Checking Out Trailer _____

Date of Check-out _____

Date of Check-in _____

By signing this form, I acknowledge the following:

- ☐ When using this trailer for an event, the church must check with their insurance carrier for liability coverage.
- ☐ Propane tanks refilled prior to return
- ☐ I have read the PLBA Event Trailer Manual.
- ☐ I agree with the Policies and Procedures and recognizing that Failure to repack the trailer as presented in the manual and training seminar/video may result in a minimum repacking charge of \$75.00 up to the full deposit amount so costs related to repacking may be recovered.

Signature _____

For internal use only:

_____ Security Deposit Received

_____ Proof of Liability Insurance

_____ Usage Fee Received

_____ Evaluation Returned

_____ Security Deposit Returned

Appendix 8: Event Evaluation / Response Form

Event Date: _____ Church Host: _____

Contact name and e-mail: _____

Event location? _____

Approximate # of attendees: _____ # of Gospel presentations? _____

Ways in which Gospel presented during the event? _____

Professions of faith/decisions? _____

Planned follow-up? _____

How would you describe the overall event in terms of positive or negative implications?

Comments / feedback regarding use of the PLBA Events Trailer? _____

Churches will be given ten days to fill out the evaluation form. If they do not fill it out, they will forfeit their deposit as per the manual.

If churches do not refill the tanks, clean the machines properly, or repack the trailer properly they will be charged the \$75 repacking fee. A letter from the support team will be sent to the church.

Please complete this form at plba.org.

Thank you for your responses.

Appendix 9: Event Trailer Checklist Form(s)

Check Out	Item	Check In	Special Instructions	Repair/Replace
	Left Side from Rear			
	Left Side Under Shelf			
	1 6-foot fold in half table under shelf			
	Left Side Shelf			
	Sound system			
	Snow-cone machine		clean	
	Popcorn machine		clean	
	Cotton-candy machine		clean	
	Left Side Front			
	2-Ton Hydraulic Jack			
	Front Shelf			
	Cornhole game			
	8 corn filled toss bags			
	2 wooden game boards			
	Washer toss			
	2 washer catch boxes			
	3 red washers, 3 blue washers			
	Ladder toss			
	Blue bag			
	White pieces			
	3 red bolos, 3 yellow bolos			
	Green box			
	2 gray folding ladders			
	3 red bolos, 3 yellow bolos			
	Gaga ball			

Check Out	Item	Check In	Special Instructions	Repair/Replace
	Under Front Shelf			
	Bounce House		clean, dried & folded	
	Bounce House Ground Tarp		clean, dried & folded	
	Gaga pit		clean, dried & folded	
	Right side floor			
	Bean Bag Can Toss game			
	2 bag toss boards			
	3 blue bags, 3 red bags			
	1 5-gallon thermos			
	Right Side Lower Shelf			
	Bottom Container			
	3 50-foot extension cords		rolled up in container	
	Storage reel			
	Top Container			
	1 25-foot heavy duty extension cord		rolled up in container	
	1 plastic tool box			
	Lower Middle Container			
	1 Audio2000's Microphone			
	1 Mic stand			
	2 Shure SM58 Microphones			
	Upper Middle Container			
	Block Party Manual			
	Registration & Evangelism Container			

Check Out	Item	Check In	Special Instructions	Repair/Replace
	Lower Right Container			
	Upper Right Container			
	Top Shelf			
	2 bounce house blowers		clean & dried	
	1 Rubbermade 48 Qt. ice chests		clean & dried	
	Right Side Rear			
	Dual-head Portable Work Light w/tripod			
	Small fire Extinguisher			
	Middle Aisle			
	Dual Fuel Champion Generator		empty of all gasoline	
	Miscellaneous			
	1 Brooms, 1 Spare Tire,			
	1 Trailer Tongue Lock			
	23 gallon trash can			