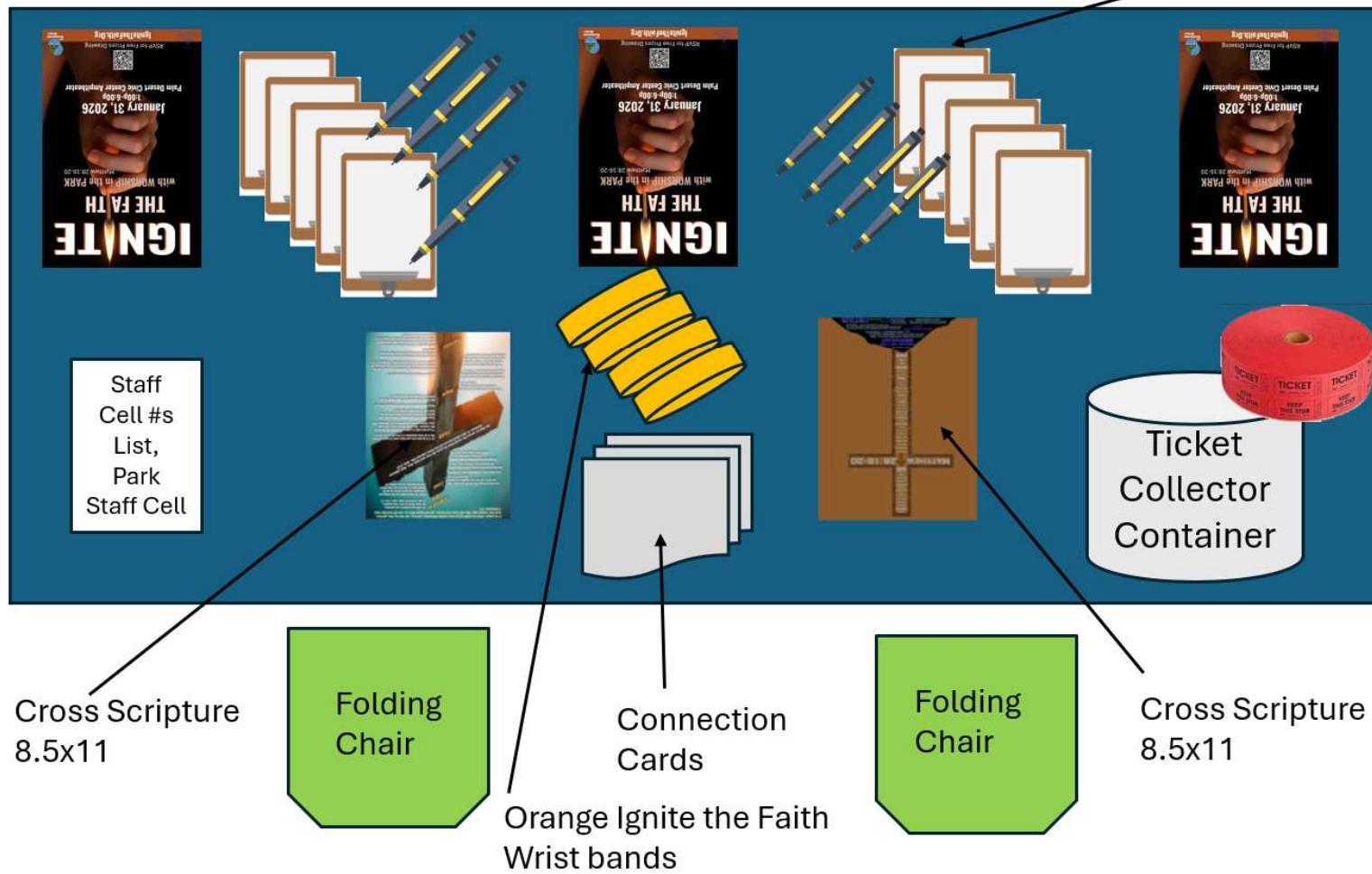


3x6 Ft Hospitality and Connection table layout



Drawing Ticket

- All those that are either on the volunteer / RSVP list receive a ticket
- All those that fill out and hand in a connection card receive a ticket
- Take both tickets off of roll, give them one, tell them to keep it for pizza at 4p
- When they come to the pizza line, staff will tear ticket in half and give one half to them and keep the other half. They will claim the drawing prizes off of their half ticket at 5p. Tear the ticket in half so the ticket number is still legible on the ticket that you give back to them.
- Kai and Leilani will select the winners out of the drawing box at 4:45p and the numbers will be added to the drawing prize list to be displayed at the welcome table at 5p
- When a verified winner is identified, the prize will be removed from the prize folder if it is a certificate (or prize item) will be given to them and their number will be crossed out on the white board list
- At 6:10p if there are still unclaimed drawing prizes, we will use them at the staff party

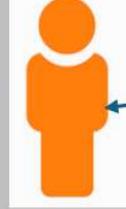
Remove this wall and Hospitality Sign to serve food at 4p

Take ticket/ Rip in half give half back to person – tell them to save for 5p drawing



Pizza slice on paper plate hand out with a single napkin and water

Waters



Green Room and Food Dispensary

Staff pizza placers



"Welcome to the Ignite the Faith event

Let's have you take one of these clipboard connection cards and get you connected to the event so we can know best how to help you at the event. Please let us know at the bottom of the card specifically how we can help you, we would love to pray for you or for any other needs in your life.

Please NOTE THEIR ZIP CODE on the back of the card

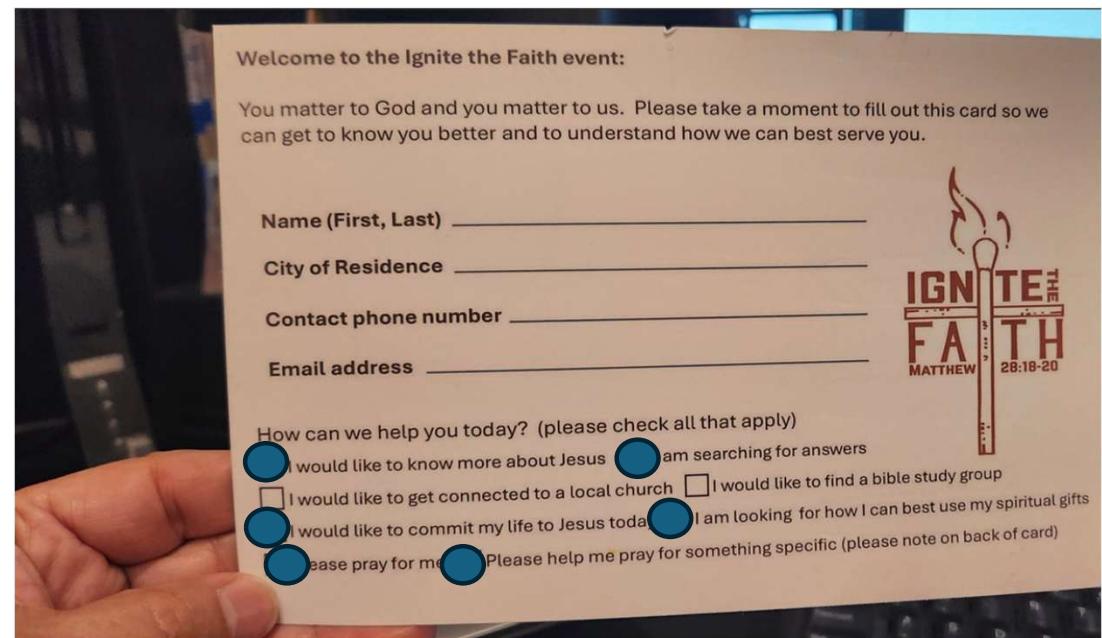
When they hand the connection card in, point out that we have a few different QR codes for the event including the ones noted here ... (Scripture crosses and lyrics for all of the worship songs that will be sung at the event)

After they have filled out the card

- A. *Hand them a drawing ticket and tell them to hang on to the ticket as there is a drawing for the items on the white board and that the ticket will also be used as a food ticket at 4p*
- B. *If they checked any of the blue circle boxes in the picture, we will want to introduce them to one of the prayer tent runners who will take over from there. Make sure the prayer runner is introduced by name to them and that they are told the prayer runner's name*
- C. *If they did not check any of the blue circle boxes, welcome them to the event, and tell them they will be followed up with regarding their noted needs*
- D. *Look at the back of the card and read it to make sure you did not skip any opportunity to help them. If on the back of the card, they are asking for help that appears to fall into the prayer tent area, do the steps from item A above*

If someone comes up and has a need that is urgent, an emergency, or other type of need that needs immediate attention, please engage one of the adult staff members by introducing them to each other and then say thank you and let the Lord to the rest of the work

Connection Cards



Hospitality Tent Schedule

8am	Sound Equipment Company Arrives at Palm Desert Amphitheater, unload hospitality tent and supplies	1:30pm	Hospitality tent fully staffed and up and running Green room up and running
8:30am	Begin setting up Hospitality tent, 2x2 signs, tables, hospitality tent walls 2 Tables and 4 chairs are set up for hospitality Table clothes added Tables set up in green room with chairs Waters set up on 2x3 table Hospitality sign affixed to tent per drawing Rainmaker Sign affixed to tent Run power for light bulb array to tent from stage with extension cords Set up Hospitality Table contents	2:00 pm	Event begins with scripture reading on stage
10:00 am	Donuts and Coffee Arrive Bands are at park with their equipment to hook up to sound system	3:15pm	Pizza picked up from Dominoes
11:30 am	Chick-fil-A served, green room open for business	4:00pm	Ready to serve pizza and water
12pm	Open tent for distribution of lanyards, wristbands and tix	4:45pm	Prize drawing tix are selected and info posted on drawing board
1:00 pm	All volunteers meet at stage for beginning prayer	5:00pm	Winning tix announced from stage, blue flashlights handed out in prayer tent (15), 10 in hospitality
1:05 pm	All volunteers move to their respective areas Prayer, Hospitality, Stage	6pm	Tear down starts
1:05 pm	Sound check begins including run through of "Glorious Day" - Demo links below	6:40pm	Staff refuse pick up