

Updated 10/19/2024

\*All information subject to change

# **Table of Contents**

Table of Contents	2
WELCOME TO THE TEAM!	3
TEAM LEADS	4
SCHEDULE	7
LAYOUT	11
FAO	12

### WELCOME TO THE TEAM!

Thank you for volunteering your time, resources, and gifts to help make Candylane & Glowshow 2024 a success! None of this would be possible without YOU! Candylane is one of our biggest community outreaches – reaching hundreds of people every year. It is a free, safe–family event that we get to host at our King's Lihue campus. From concession to games booths to greeting and parking lot – every volunteer area comes together to create that safe–family environment.

We are excited to share the gospel and connect with the community together!

**15** He said to them, "Go into all the world and preach the gospel to all creation. Mark 16:15

Let's come together to make this the best Candylane!

Minister Wendi Tokuuke

### **TEAM LEADS**

Event Director: Minister Wendi Tokuuke

First Impressions Area Director : Minister Wendi Tokuuke	
Facilities / Site Setup	Binky Lardizabal
Emcee(s)	Lumbo Palau Pastor Bryson Garma
First Aid / Safety	Aurora Mendoza
Greeters / Welcome Team	Nikita Moniz
Goody Bags	Aurora Mendoza
Inflatable Costumes	Aiwa Brun

Traffic Control & Security  Area Director : Ed Batara	
Traffic Control	Val Tokuuke
Security (Indoors – Glowshow)	
Security (Indoors – Kids Room)	
Security Cameras	
Parking Lot Lights	Ed Batara Val Tokuuke
Generators	Ed Batara
Barriers & Orange Fencing	Val Tokuuke

Games & Activities  Area Director : Minister Crystal Garma	
Site Setup	Binky Lardizabal
Booth Communication	Minister Crystal Garma
Candy Runners	Robby Kelley Naomi Ikimaka / Asanna Toledo
Pedal Go Kart Track	Kimo Ortiz
Craft/Activities Area	Savannah Moura
Bounce House	Minister Wendi Tokuuke

Creative Team  Area Director : Che'Lyssa McCarthy	
Social Media	Che'Lyssa McCarthy Minister Wendi Tokuuke
Videographers	Lead -
Photographers	Lead -
Sound/Music	Pastor Bryson Garma Chyson Gray
Recap Video	Che'Lyssa McCarthy

Program : Glowshow Area Director : Pastor Monica Zenger	
Glowshow	Pastor Monica Zenger
Media / Sound	Ed Batara Assistant : Dora Rudolf
Track	Emma Pinkston
Doorman	Pastor Scott Zenger

Gospel Presentation	Minister Crystal Garma Shannon Brun
Photobooth (Lobby)	
Lobby Setup Tract / Glowstick Distribution	Binky Lardizabal Colleen Tehero Elise Silva

Food Booth / Concessions  Area Directors :  *Main Food Booth - Minister Cheri Matsusaka  Popcorn / Shave Ice / Lemonade etc LaPlane Valmoja		
*Grilled Cheese & French Fries	Juan & Marie Padilla	
*Roast Pork Rice Bowl	Kainoa Woodward	
*Chili Rice Bowl	Ken Nita	
*Nachos	Erin Nita	
*Dorito Salad	Kainoa Woodward	
*Gandule Rice Bowls	Minister Cheri Matsusaka	
Popcorn		
Shave Ice (x2 machines)		
Lemonade		
Drinks		
Price Signs (both areas)		
Cashiers		

# **SCHEDULE**

Monday, October	21 – Thursday, October 24	
Greeters Team (Nikita Moniz)	Help folding gospel tracts and prepping greeter team items to hand out (map)	
Goody Bags (Aurora Mendoza)	Fill bags with items and prep for	
Purging & Organizing storage areas	See Minister Wendi if you are available to help move around containers and storage items to allow for event supplies to be stored.	
Please see your team leaders to assist in any prepping for the area you are volunteering with and see Next Steps for fliers to pass out or graphic to share on social media.		
Friday, October 25		
5:30pm – 8:00pm	Glowshow practice (full dress rehearsal)	
6:00pm	Tentative tents setup in parking lot	
TBD	Drop off barriers for Pedal Go-Karts	
Saturday, October 26		
9:00am	<ul> <li>Cleaning Day</li> <li>Gardening/remove debris</li> <li>Clean parking lot</li> <li>Deep clean Lobby, King's Kids, Sanctuary, and restrooms</li> <li>Organize food, glowshow props, and other supplies accordingly for quick setup after Sunday AM service</li> </ul>	

CANDYLANE · Sur	CANDYLANE · Sunday, October 27	
	Setup / Call Time for –	
1:00pm – 3:00pm	<ul> <li>Any tents that have not been setup yet (pop-ups) + Tables and Chairs *see breakdown on pg.         <ul> <li>Sound/Media</li> <li>Candy runners &amp; first aid</li> <li>Food booth</li> <li>Pedal Go-Karts</li> </ul> </li> <li>Barriers &amp; tires for Pedal Go Kart track</li> <li>Games and Activity booths (designated by signs/cones)</li> <li>Crafts Area         <ul> <li>Tables and chairs</li> </ul> </li> <li>Food Booth         <ul> <li>Tables and chairs</li> <li>Prep</li> </ul> </li> </ul>	
1:30pm	Call Time Glowshow Puppeteers/Team	
3:00pm	Call Time for  - Traffic Control  - Security  - Greeters/Welcome Team  Go over protocol & any changes to map, walk the property, and prep any supplies needed.	
3:30pm	Glowshow Run-through (Sanctuary)  - Volunteer Show (instead of an encore we will be opening up this as the show for volunteers to see with their kids prior to opening up to the public)	

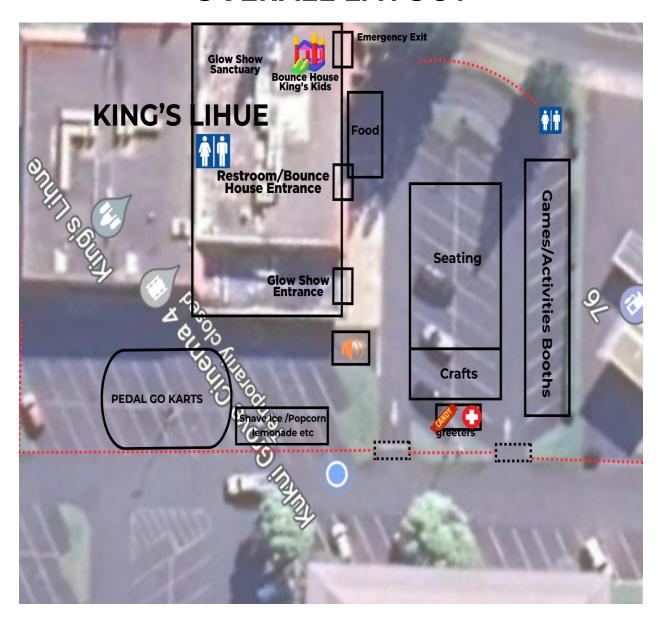
3:45pm	Mandatory Prayer
4:00pm	ALL Booths Open for Volunteers - Games and Activity - Crafts - Food Booth - Pedal Go-Karts - Bounce House (if ready)
4:45pm	15-minute warning
5:00pm	Candylane Starts - Everything is open - Announce first show is at
	First Glow Show  - 4 Shows throughout the night to be announced by emcee's (tentative times TBA)
	<ul> <li>Food Booth offerings</li> <li>Sign-up for a wristband for the pedal gokarts and bounce house</li> <li>Games and activity booths</li> <li>Crafts area</li> <li>Glowshow showings</li> <li>Restrooms</li> <li>Inflatables</li> <li>Service Times, Generations ministries, and other community/lifegroup info</li> </ul>
7:00pm	*See Cleanup breakdown

THANK YOU!

# **CLEAN-UP BREAKDOWN**

Cleanup Breakdown		
	TBD	

### **OVERALL LAYOUT**



### **FAQ**

#### What do I wear?

- King's T-shirt (with the current King's logo).
- Unless your booth is dressing up to go with the theme.
- Please get costumes approved by your area director prior to the event.

#### What if I don't have a King's shirt?

- Ask someone if you can borrow one of theirs
- See if there are any extra for purchase from the last shirt order
- Wear a shirt without brands/logos (plain or patterned)
- Keep it appropriate : we are representing King's

#### When do I show up?

• See the schedule for your "Call Time". Prayer is mandatory. See your team leader/area director for more information

#### Can I bring my own candy/prizes? Are you supplying the candy?

- Yes, but it must be pre-approved by the Games & Activities booth director
- Yes, we are supplying candy. Candy runners will be making rounds throughout the night.

# Can I play the games and activities during the event if I have a booth?

- As long as you have your booth covered you are free to enjoy the
  event and see the other booths. However, that is also why we
  designate a time prior to opening for all volunteers to enjoy the
  other booths.
- Minors are NOT to be left unattended at a booth at any time.

#### Where do I park?

• We will have designated volunteer parking. See traffic control team and map to be provided prior to Sunday.

#### Can I watch the Glow Show during the event?

- If you are responsible for a booth or are on schedule to volunteer please attend to your area/volunteer assignment first. If you are not currently volunteering at that time you can attend a showing. However, we encourage everyone to come early and see the special volunteers showing at 3:30pm.
- We would like as many people in the community to see the show during one of the 4 showings throughout the event.

#### Important info for volunteers who are parents/guardians

Your children's safety is very important. Please make arrangements if your child / child in your care will not be helping in the area you are volunteering in. We encourage all minors to be with an adult. Minors are discouraged from being in areas such as traffic control and food booth.

If your child would like to participate in the pedal go-karts or bounce house they must pick up an orange wristband at the greeter tent and a parent or guardian must sign the waiver.

#### I'm all done prepping for the event... what now?

- Invite, invite, invite! Grab posters and handbills, share social media posts, invite you friends, families, neighbors, etc.
- Getting the word out is so important to bringing people in
- It's not too late!

\*If you have any more questions regarding the event, your role, what you need to bring, etc. please see your team leader or area directors first. If they are unable to answer your question they will then direct questions to the event director Minister Wendi Tokuuke 808-651-4905

Thank you for volunteering and giving of your time, talents, and resources to make this outreach a reality. We could not do this without each and every one of you! Teamwork makes the dreamwork! We are excited for what God is going to do. We are believing for souls saved and added to the Kingdom! Take some time this week to pray for people to come in ready to hear the gospel and let's believe together for an outpouring of the Holy Spirit on this event!