



LEC EVENT HANDBOOK

May 2, 2018

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TABLE OF CONTENTS

Introduction	2
Overview of Event Week	3
Summary of Options 1, 2, & 3 Events	4
Local Team Responsibilities	5
Budgets	5
Payment Schedule	5
Costs Above Budget	5
Accommodations & Meals	6
Fundraising	6
Assemblies	7
Booking	7
Fees	8
Concerts	9
Booking	9
Generator	10
Advertising	11
Proofing Promotional Materials	11
Posters	11
Tickets	11
Volunteer Crews	12
Wrap-Up	15

Welcome to the BTG family! We honor and appreciate our BTG LECs for their hearts of compassion for their community youth, their hard work and dedication! As Staff, we have all been LECs or on the Leadership team of a big event and understand the time and resources that go into heading one up! Thank you and know you will always be BTG family!

Love,

**Billy and Jodie Ballenger
and BTG Staff**

This handbook is designed to give you a system that works. We know from experience that the more people you can recruit to be a part of this effort the better.

FIELD MANAGERS: Field Managers (FM) are Independent Contractors who are part of our team that book and secure LECs with Option 1, 2, & 3 events, single assemblies, concerts, and speaking engagements. BTG has an increasing number of field managers across US and Canada. Field managers will encourage, support, coach, and train you as you walk through your BTG event. All field managers report to Val Norton, BTG's International Director of Operations. Feel free to call your field manager with any questions.

LEC RESOURCE LINKS – Your field manager will be emailing you a link that is hidden on BTG's website that has valuable resources to access at your convenience. That website is included on the last page of this handbook.

For testimonies visit: www.breakthegrey.com and click on "Student Impact" in the footer at the bottom of the page.

OVERVIEW OF EVENT WEEK

BTG is made up of two main parts that work together; daytime assemblies in the schools and the evening concert (typically Thursday).

For Options 1 and 2, BTG will typically arrive the Saturday or Sunday morning before assemblies begin on Monday. **The local team should try to book Billy to speak and/or sing at area churches for the morning service (if the church has more than 1 service, he will appear at up to 3 services) prior to the big event. Please inform the pastor(s) that a love offering should be collected and cash or a check written to *Break the Grey* should be given directly to Billy the morning of the booking.** This offering goes directly to BTG as a speaker's fee. There will be no bookings for Sunday evening so the BTG team can rest and get proper sleep before starting the busy week. You may wish to ask this "launching church(es)" to donate to your local team as a missionary project. This church(es) is a great resource for finding volunteers to help with your event.

DAYTIME ASSEMBLIES

The first priority of the BTG Event is to bring a message of hope to students. An important element to our daytime assemblies is our college age interns who will be using a "shock & awe" presentation involving music, dance, videos, skits, and slam poetry to address relevant youth issues such as suicide, drugs & alcohol abuse, domestic violence, cutting, bullying, etc. Their skits will be edgy and relevant to today's issues. The speaker will share his personal testimony, as well as confront issues of life and death, teen genocide, and self worth. The speaker is captivating, motivating, and draws the students into personal interaction. The assembly is designed to stand alone in making a difference, because not all students will be able to attend the concert. A student led group can announce the concert at assemblies and pass out tickets for the concert. We use videos, drama, and live music performances along with a rock concert commercial to create an atmosphere that will draw students to the concert. Assemblies can take place in an auditorium or gymnasium. We **DO NOT** mention any religious views during the daytime assemblies but instead focus on choices, relationships, and topics that students face, because of public school rules. **No elementary assemblies may be booked during Big Event week.**

BIG EVENT CONCERT

The concert starts well before the bands come to the stage. In order to assist you, BTG provides an Event Manager (EM) who will be there to help manage the details of event day. EM will arrive at 9:45 am at the event school. The concert will begin at 7 pm, and end by 9:30 pm. Doors open around 6 pm, so the students can check out the merchandise and get prepared for a great evening. The BTG's intern MC will get the evening going with some crowd participation, possible giveaways, and announcements. The interns will be participating in the concert as well. Our speaker will give an invitation to make positive decisions about changing their lives. **Note:** It is legal to conduct an event that ends with a faith-based invitation after school hours. BTG provides a production team, MC, Event Manager, and bands. The sound, lights, and media are first class and reminiscent of something that would be seen at a major rock concert.

SUMMARY OF OPTIONS 1, 2, AND 3 EVENTS

Option 1:

- Up to 7-10 assemblies from Monday through Thursday of your event week
- Typically, we book 2-3 assemblies each day, Monday through Wednesday; and one assembly on Thursday.
- Concert can be in an auditorium or gymnasium.

Option 2:

- Up to 6 assemblies from Monday through Thursday of your event week
- Typically, we book 2 assemblies on Monday and Tuesday; and 1 assembly on Wednesday and Thursday.
- The concert will take place in an auditorium (not a gymnasium or a gymatorium).

Option 3:

- The concert will take place in an auditorium (not a gymnasium or a gymatorium).
- The lower budget for Option 3 CAN ONLY INCLUDE 1 ASSEMBLY & CONCERT as part of that package.
- **Optional:** A cluster of assemblies may be booked during the week before Thursday, but all funds for the assembly fees (single assembly price protocol) would go directly to BTG as single assemblies not as part of the package like Option 1 & 2. However, the concert would be promoted at the single assemblies and students will be driven to website for \$100 give away where they will find the concert details. Must be present at concert to win.
- If client wants the other assemblies included in the week without it being single assembly protocol, then it would transition into an Option 2 package and budget.

For All Options:

- Any assemblies booked either before or after your event week are NOT considered part of your event package and thus are subject to single assembly protocol. See your Field Manager for specifics.
- No elementary assemblies may be booked during Big Event week.
- Book no more than one assembly on concert day; it must be at the concert school location, before noon and after 8:30.
- Try to secure church bookings in the community prior to event week. If you have a possibility of a church booking, please contact your FM with all available details of the church and pastor.
- Concert typically will take place on Thursday evening.

LOCAL TEAM RESPONSIBILITIES

The **Local Event Coordinator** (volunteer bringing BTG to area; we will refer to this person as the **LEC**) is the head of this important team. BTG suggests the LEC choose a personal assistant. This team could consist of pastors, youth pastors, Christian business people, Christian counselors, and other committed and gifted individuals. At their first organizational meeting the following will need to be discussed: fundraising, school contacts, event location, crew leaders, and prayer. Great care needs to be taken when selecting the leaders of the various crews. The individuals you choose should have the ability to handle administrative activities as well as recruit their own crew members (outside of the core group).

The LEC and assistant will work with school systems, principals, and administrators to schedule assemblies. A confirmation contract you **must** use for securing school bookings is available on your LEC Resource page. These contracts need to be signed by the schools and then scanned and emailed to Val Norton at valbtg@aol.com or faxed to 1-269-721-8758.

BTG will be making an itinerary for your event that includes the following information: church booking (times, address, phone, pastor), assembly dates/times, and schools (addresses, names of principals, number of students). The information for this itinerary will need to be emailed to your Field Manager as soon as you have collected the information for each school, but preferably no later than two weeks prior to your event beginning. A copy will be emailed to you.

The main function of the core group of your local team, after the initial tasks, is to oversee the various crews and continue ongoing public relations within the community. Keep in mind, that once BTG has completed your event, the doors will now be wide open for future events in your public schools.

BUDGETS

We will discuss the budget for your event with you personally and you will be given the figure within the personal negotiations of securing the event.

PAYMENT SCHEDULE FOR YOUR EVENT!

1st Deposit (25% of your budget & signed event contract): 12 Weeks before event (or earlier)

2nd Deposit (25% of your budget): 6 Weeks before event

3rd Deposit (25% of your budget): 4 Weeks before event (BTG reserves the right to cancel concert if funds are not present at this point, but all assemblies will still take place.)

4th Deposit (25% of your budget): 2 Weeks before event

All deposits should be in the form of a cashier's check made out to *Break the Grey*. You may pay as far ahead as you prefer. All deposits, once paid, are non-refundable (see your personal contract for further details).

NOTE: BTG will not guarantee performance dates until first deposit and contract are received.

COSTS ABOVE BUDGET

You will be required to raise additional funds (or obtain through donations) the following:

- Printing of materials [principal packets, contact cards, banner (optional), volunteer signup sheets, resource lists, etc.]
- Generator, plus refueling
- Food: water, baskets for speaker and spouse, event day meals, and pizza for after the concert (optional if there is enough left over food from dinner)

ACCOMMODATIONS & MEALS

Your event budget reflects the substantial discount for using the Host Home Option, accommodations and meals for the entire BTG team while on location, except for concert day meals (see handbook) and lunches with schools that you prearrange with your local team or schools.

It is more convenient for the BTG Corporate Team to be in the same location during big events for spontaneous meetings, rehearsals, prayer meetings, and for transportation. To place the corporate team into host homes is a sacrifice that the corporate team would be making for the local team. Therefore, please use all diligence in finding homes that match the following criteria:

- Host homes need to be found for: Director of Internship, Associate Intern Director, and the interns. (Billy & Jodie Ballenger, Light & Sound, Event Managers, and the band members will be at a local hotel and BTG will take care of these accommodations.)
- No further than 10 miles apart. The closer the better.
- Nice and clean.
- Must be smoke free environment.
- Must have adequate rooms, beds, and bathrooms.
- We prefer our Director of Internship and Director of Performing Arts have a room together by themselves if at all possible.
- Suggested pet free environment.
- If all interns are together in the same host home, then male interns need to have their own sleeping space separate from the female interns.
- For male interns: to protect the integrity of our male interns, please find a home where there are no female children and/or a childless home where the wife would not be home alone at any time with just the male interns.
- Host homes must provide breakfast for the team.
- If lunch is not provided at local schools, then it needs to be provided by either host homes or the local team.
- Dinners need to be provided either by host homes or by the LEC / local team (at a central location).

Should you wish BTG to provide their own accommodations and meals for the intern team, we will add \$4,000 to your budget to cover these added expenses.

FUNDRAISING

However you raise the funds needed (legally of course), please **don't** wait until the last minute. Make the fundraising effort a high level priority early in the timeline. Below are specific ways you may reach your goals. We encourage you to use your own ideas as well. Don't be afraid or discouraged to get a no from someone. God will provide. Be grateful for those who do.

- **Money from Schools:** These funds should be counted towards your event. Inform schools of the opportunity to apply for grants within their community under the issues of: bullying, school violence, safe schools, drug and alcohol abuse awareness, and domestic violence. School led groups such as SADD, honor societies, FCA, and student council will often help to raise funds for the assemblies.
- **Local Businesses:** Business people (even secular owned) will provide money to groups that will impact students in public schools. This process should begin immediately after the initial team meeting.
- **Community Organizations:** SADD, DARE, County Commissioners, FCA, Campus Crusade, teen challenge, YFC, Houses of Hope, YMCA's, Optimists, Aglow, Christian alternative pregnancy centers, the Gideon's, CBMC, Truth at Work, Full Gospel Businessmen, Lions, Boys and Girls Clubs, local Chamber of Commerce, reading clubs, garden clubs, FOP, Veteran's organizations, women's groups, etc.

- **Churches:** This activity is a local mission project. Strive to get local churches on board to publicize the event, provide mentors, and prayer support. Approach churches and show our online footage about the event. We've found contacting the local ministerial groups has proven to be helpful as they have made donations to our events in the past. Some churches have money in a budget for such projects.
- **Community Grants:** These are harder to get in a short time span unless you have somebody that can open a door and push the request through. There are typically organizations and foundations that may have money available to help with this event.
- **Personal Appeals/Individuals:** Talking to community leaders, friends, family, etc. can be another way to add to the totals. Let people know the need and what the money will cover. Exciting emails with catchy graphics are an excellent way of asking for donations. Look for a business or individual who might match donations. Have local team make a list of at least 50 people that they personally know and call them for donations.
- **Volunteers:** Encourage all volunteers to donate something. If many donate, it adds up. Send emails and make phone calls.

Funds raised above your budget should be applied to: intern support, another local event or donated to the general BTG fund for important operating needs. BTG has diverse financial needs and is grateful for your financial support. Understand that area businesses, individuals, and donors will want the funds they give to go towards BTG as you announce they will be.

ASSEMBLIES

BOOKING

- **Only** the FM, LEC, assistant LEC or trusted team member (with full understanding of BTG's vision) should be booking assemblies. *Typically we strive for 60 minutes, but we can do up to 90 minutes.*
- **Important Note:** When scheduling school assemblies keep in mind to present to schools from a secular standpoint. Stress the opportunity to do in school assemblies about wise choices and consequences, character development, suicide prevention, bullying, anti-drugs, etc.
- BTG understands what to say and how to best approach school administrations. Feel free to contact FM for suggestions. The schools need to agree to have BTG come and set the dates for the assemblies.
- Video testimonies of principals can be found on YouTube and at www.breakthegrey.com to refer to schools for booking assemblies. Please access your principal packet on LEC Resource Page and include a completed W-9.
- Once you have a school agree to an assembly, then you will need to have them sign the Assembly Contract (this can be found on the LEC Resource Page), even if the assembly is gifted to the school. This will then need to be scanned and emailed to Val Norton at ValBTG@aol.com or faxed to 1-269-721-8758.
- On the LEC Resource page, you have access to online promotional videos, links to assembly footage, and principal interviews for booking the school assemblies, etc.
- You will be provided promotional materials about 3 weeks before your event (video commercial, posters, still shots for social media and on screens, and tickets). These are approximations on the time they will be provided. BTG Interns will pass out tickets at each assembly. Recruit student led groups like Fellowship of Christian Athletes, SADD, Campus Life, Youth for Christ members, etc. to promote the concert, pass out tickets for concert, and to put up posters. Contact area youth groups with students from the various schools in order to get posters, tickets, and a commercial into their hands to promote within their churches and schools.

- If the assembly is near lunch, please ask the schools to provide lunch for the Interns (most do this free). Please give the school an approximate count of people eating (count 10-15). Eating lunch at schools gives the interns a unique opportunity to interact and mingle with the students. Use this fact when negotiating with principals on securing lunch at schools.
- Once the school assemblies have been scheduled, you need to inform FM of locations, dates, and times. The following information should be emailed to FM from each school: assembly dates and times; student counts; school address and phone numbers; name of principal; and contacts at the school ASAP.
- **Please plan adequate time** to get from one assembly to the other and for BTG interns to set up and tear down. They will need to arrive 45-60 minutes before the assembly starts for set up and sound checks; as well as a half hour to tear down. In addition, figure in the time that it takes to get from one school to the next, ***as well as time for lunch.***
- No Christian shirts, language, or verbal prayer allowed during school times.
- **Assign one person to make sure there is a half case of water per assembly placed behind the screens for the BTG team.**

FEES

Typically schools have funds available to pay for assemblies, although some schools may not have money in the budget. Expect schools to pay something towards their assembly. BTG **recommends you suggest a fee of \$1,200 per school assembly** to be applied to your BTG budget. DO NOT start too low. You can always go down if needed, explaining to them the community will raise the remaining cost of the assembly that they can't pay. They need to know the real value of their assembly. Promote the upcoming concert as tentative based upon funds raised by the community. Inform principals that you will contact them with details once finalized. Encourage, when possible, a 50% deposit on school assemblies. We will accept checks on the day of the actual assembly if that is the only way they will do it. These would be counted towards your second deposit. Checks for assembly fees can be sent to corporate BTG and the assembly fees will be subtracted from your BTG event balance.

Some LECs chose to offer all assemblies free as a gift to their schools, presenting them with a packet with a bow on it and choose to raise all the funds themselves. This is the local team's decision. This could make booking assemblies a higher probability.

CONCERTS

BOOKING

- A decision must then be made on the location of the concert. The assembly on concert day should be at the school concert location that will occur that night. **You need to rent or reserve (usually for free) the school auditorium/gymnasium for the concert ASAP.** (Please note that if you choose to use a gymnasium, gym with a stage, it would need to be an Option 1 budget as the acoustics and lighting in gyms are NOT set up like an auditorium and would need a pumped up version of light and sound that costs more. An Option 2 or 3 MUST be in an actual auditorium.) If you're having trouble finding a concert school location, then as an incentive for a school to host the concert, you could offer them their assembly for free in exchange for using their school for the concert or choose a different venue for the concert. BTG will fax a certificate of insurance to the schools for concert day.
- Once you have secured the concert venue, then have them sign the Concert Location Contract (this can be found on the LEC Resource Page). Scan and email this contract to Val Norton at ValBTG@aol.com.
- Please try to secure a location in which the gymnasium's lights are not hard wired with security night lights. This makes it very difficult for our light and sound company to produce the lighting effects that we desire.
- Please ask the school for a map (floor plan) of the school (when available) that shows the concert location, Green Room, Back Stage Room and Volunteer Room (details on these are found below). Email pictures to FM ASAP of the front of school and of the concert location (auditorium/gymnasium) including walls, ceiling, seating area, and stage; all from the viewpoint of both the seating area and the stage so we can adequately prepare for the concert. Include as much detail as possible in the pictures. In the email include the auditorium/gymnasium's seating capacity.
- Secure 11 – 8 foot tables and plenty of chairs for day of concert.
- Secure three rooms for day of concert (it may be 2 rooms depending on concert location):
 1. **Green Room** – Only the speaker/singer, those with picture lanyards, and interns are allowed in this room. Green Room should be close to auditorium/gym and accessible without walking through the crowd. If necessary, BTG is willing to walk outside and into the back of the auditorium/gymnasium. There should be bathrooms near this room for the bands to get ready for the concert.
 2. **Back Stage Room** – This room is for the LEC, their family, and those on the local team, as well as those with Back Stage All Access Passes. 2-3 people from the food crew are allowed in this room. May need room for 30-40 people. Back Stage Room should be close to auditorium/gym and accessible without walking through the crowd. If necessary, BTG is willing to walk outside and into the back of the auditorium/gymnasium. Buffet supper (not for all volunteers, only those with lanyards) should be served here by 4:30 pm and left until end of evening (around 11 pm). Be sure production team is informed of meals and snacks.
 3. **Volunteer Room** – Sometimes auxiliary gym or other large room. May need room for over 200. Interns will provide volunteer release forms and volunteer sign-in sheets. LEC will need to provide name tags (**Red** – counselors and pastors; **Blue** – mentors). BTG will set up a table with these items. One of your local volunteers will be in here helping an intern with getting release forms signed. **ALL VOLUNTEERS MUST SIGN RELEASE FORMS** (minors will need parental consent) and forms must be given to EM. Make sure that the volunteer sign-in person gets every volunteer to sign the release form and fill out it out FULLY. Another volunteer will be selling volunteer t-shirts. All t-shirt money should be given to EM. Mentor training will probably happen here. Security training could also happen here if the room is big enough.

GENERATOR

Rental of this generator is the responsibility of LEC and should be figured into funds being raised. This is NOT included in the contract budget. Many LECs have managed to get this donated or partially donated. You will be responsible to return it fully **fueled with diesel** to the rental company unless they deliver and pick up. This generator should arrive NO LATER than 10 am the morning of the concert. **This generator is very important. There is no concert without it!**

Please do not attempt to borrow a generator from a farmer or individual who may seem to understand generators. Unless they are heavy equipment construction workers or electricians (or professional sound and light techs) most do not understand the kind of generator we need. Two businesses that may be in your area: Sunbelt or McCallister. There may be a local industrial company that carries this kind of generator, but most individuals do NOT have the 60 KW generator we need. Always rely on the below specs as they are what we need specifically.

Specs for Generator:

- 60 – 100 KW diesel generator
- Connected/wired for 120-208 Volt
- 3 phase; 4 wire
- With acceptable equipment ground (ground rod). May need electrician to install ground.
- If you pick up the generator, you will probably need a 4 wheel truck with a **pintle hitch** to pull it. Check on this with the rental company.
- The generator must be no further than 75 feet from the stage by 10:00 AM day of event. (BTG does not use any onsite power).
- Cost varies, but you should expect to pay up to \$450 for rental of generator, \$250 for delivery and pick up, and about \$150 for fuel to refill.
- All cables provided by BTG

ADVERTISING

The focus for all advertising should be on the message of wise choices, character development, suicide prevention, bullying, anti-drug, etc. **Remember that the more exposure and support we have, the better.** FM will email you a commercial/promotion for your event as soon as it is ready. You will then be able to email it to area schools, churches, youth groups, and/or post on a website, Facebook, etc.

- Assembly brochures and flyers are available on the LEC Resource Page.
- Create a Facebook event page for your event as well, inviting everyone you know.
- It is very important to find churches, youth groups, and area organizations (YMCA, Youth for Christ, Campus Life, Fellowship of Christian Athletes, etc.) to disperse tickets and promote concert.
- Work with local media for free publicity by sending press releases to all of the TV, Radio, and Print media in the area. Make contacts with media sources to write articles and do interviews. Having local media coverage of assemblies and concert will generate community involvement and excitement. Please make arrangements for the media to cover (as schools allow) the activities, assemblies, and concert.
- BTG will work with you to coordinate telephone interviews when possible. You may also schedule live TV and radio interviews for BTG to take place during the event week.

PROOFING PROMOTIONAL MATERIALS

All artistic design for tickets, posters, and commercials are done by BTG and our personal design team. The designs are not open for negotiations. They will be sent to the LEC to proof **ONLY** the concert details for accuracy. The concert school is not to be involved in proofing, that is the responsibility of the LEC alone.

POSTERS

You will receive (100) 12x18 posters with BTG event information three weeks out from your event. Do your best to divide them evenly amongst youth groups, churches, and other organizations, students and student led groups to put posters up at schools. The concert school location should receive 10 posters for their school. **DON'T LET ANY POSTERS GO TO WASTE.**

TICKETS

Tickets will be mailed to the LEC ahead of time. When they arrive, please set aside enough tickets for each of your schools. With the extras, you may disperse them to youth groups, churches, and student led groups. Tickets must be presented for admittance into concert at the door. Save an appropriate number of tickets for those without one for the door. Be sure to promote to schools and students there will be free tickets provided at the door. BTG interns will be conducting the entrance protocol.

VOLUNTEER CREWS

CHECK IN TIMES

Volunteers will need to check in by the following times:

Set-up Crew:	9:50 am
Food:	4:15 pm
Merch & Gen. Vol.:	4:45 pm
Security:	5:00 pm
Mentors:	6:15 pm

T-SHIRTS

To promote unity/identification of your local team, we strongly recommend all volunteers purchase BTG volunteer shirts and/or security shirts (bright yellow) at a cost of \$10.00 each (1X-\$11; 2X-\$12; 3X-\$13) through BTG. BTG will have these available on concert day in the Volunteer Room. One of your volunteers will assist one of our interns and sell the shirts and get volunteer release forms filled out, and volunteers checked in. T-shirt sizes are first come, first serve basis. **Note:** One way BTG can provide a low cost concert is by offsetting the budget with merchandise and volunteer t-shirt sales.

MERCHANDISE

You will need 2 trustworthy volunteers who work well under pressure to work with the interns at the merchandise table during the concert starting at 5:15 pm. Interns will set up the merchandise table.

CONCERT DAY MEALS

This crew is four to six volunteers who work on concert day. By 10:00 am, there needs to be 2 cases of water on stage, 3 cases of water in the Green Room, and 5 cases of water in the Back Stage Room. At 4:30 pm, a buffet style supper should be available in the Back Stage Room for the corporate BTG team until the end of the night. Make sure the buffet supper is not removed before 11 pm, unless pizza is ordered (by donation). Don't forget paper products. Please notify the BTG staff before any food is removed. Local volunteers (except LEC and family) should not be eating the food (or drinking the water) in the Back Stage Room. You might need additional water for the Volunteer Room for the volunteers. You may choose to provide food for all your volunteers, but if you do, this food will need to be served to them in the Volunteer Room. Examples of possible letters asking for donations are available on the LEC Resource page.

SET UP/TEAR DOWN

Need 10-15 volunteers to report by 9:50 am to sign in and then help set up with sound & light crew. These volunteers may need to stay until noon or later. Need 10-15 volunteers at the end of the concert to assist sound & light with tear down. Recruit individuals able to work with heavy equipment. Sound and Light will instruct these volunteers. Tear down starts as soon as concert is over and may last as late as 11:00 pm. **Insure you have adequate help at both of these times with solid commitments.** There will be a fee of \$400.00 for each set-up and/or tear down in which the LEC is short volunteers. The LEC will be responsible for any additional fees (up to \$800) that BTG might incur in the event that Sound & Light doesn't have adequate set-up and tear-down volunteers.

CLEAN UP

Inform ALL your volunteers to be dedicated to cleaning the concert location, hallways, bathrooms, the stage area (after all items have been moved), and any other rooms that were used during the evening.

PRAYER

"The effectual fervent prayer of a righteous man availeth much." James 5:16

It is prayer that leads this program and prayer that will make it or break it.

Finding someone to head this crew should be one of your first tasks. They need to be someone who would be willing to pray regularly for all details of your event including: BTG corporate team, local team, and schools.

MENTORS

In the day and time we live in, we need to be certain students are protected from possible predators, so please use wisdom in choosing mentors. Mentors (a minimum of 50-75) should be trustworthy, mature believers with no prior history of inappropriate behavior with children or sexual misconduct. Try to recruit as many capable peer mentors, as possible. They need to be at least 17 years old. Recruit licensed counselors, clergy, youth pastors, ministry leaders, etc. Event Manager will provide a 30 minute training session at 6:30 pm on concert day probably in Volunteer Room. ***You must attend training to be a mentor for the safety of the students.***

- **Suggested contact cards to print: 500 (for Option 1) or 200 (for Option 2 & 3).** Mentor contact cards are available on the LEC Resource page. It is up to the local team to get them printed. Supporting churches will often donate the printing of these.
- Things to hand out to those who made a decision (get approval from your FM 30 days before the concert):
 - Bible
 - Resource List: relevant churches with youth groups, ministries for troubled students, substance abuse rehabs, suicide prevention ministries, and Christian Alternative Pregnancy centers. **This is a very important resource for the students.**
- Contact cards and pens will be given to the mentors at the Mentor Training
- Mentors should be in the concert during the invitation. All mentoring will take place in the concert venue.
- Our preference is for females to mentor females and males to mentor males.
- Goal is to have no more than 3 students to every mentor
- Mentors will have about 15 minutes to:
 - Encourage students (or adults) to fill cards out legibly, but we can't force them.
 - Connect with student
 - Listen empathetically
 - Hand out resources
 - Ask to pray with them
 - Try not to suggest one church to the students. It's acceptable to invite students to church but keep in mind they may not be ready for a church environment yet.

- Mentors should not take personal information from students or give students theirs unless approved by EM.
- Collect all pens and contact cards
- **DO NOT THROW AWAY** contact cards. Give collected cards to Event Manager or place in the zipper pouch that will be placed on the stage. This is VERY IMPORTANT! Donate leftovers to BTG for another event.
- After Concert: Follow-up is important.
 - BTG Interns will type contact card information into a spread sheet
 - BTG will email to LEC.
 - Divide contacts among trustworthy mentors to follow-up with calls, texts, and emails.
 - Send copies to area youth pastors for them to contact students.

SECURITY

This crew should include 20-30 individuals from local law enforcement, fire department, reserve police officers, military, and church security. **BTG will provide a SECURITY MANAGER that will work with your security volunteers.** BTG's Security Manager will lead a 30 minute training session at 5:15 PM, on location, the night of the concert. All protocol and positions will be covered at this training.

BTG will have bright yellow shirts that say SECURITY on the back available in the Volunteer Room for the security volunteers to purchase from \$10-13. We will not know that you are security without this shirt, so we strongly suggest that each member of this crew purchase a shirt.

Nurse or EMT – We suggest you recruit a nurse or EMT to volunteer their time for the duration of the concert in case of a medical emergency with someone during the concert. They need to have a medical kit and either be wearing scrubs or a stethoscope around their neck. This volunteer needs to be introduced to the EM with contact information.

IN CASE OF EMERGENCY – Please contact BTG's Security Manager and respond quickly to contact volunteer EMTs or nurses and call 911 if necessary (like someone hurt or fainting). In case of an incident, please report to BTG Security Manager and they will fill out an incident report.

WRAP-UP

You'll be surprised how simple this project is when a large team is involved to get the task accomplished. Your BTG Field Manager is ready and willing to walk you and your local team through the process. Stay in contact with your Field Manager!

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