

NIGHT *to Shine*

SPONSORED BY THE **TIM TEBOW**
FOUNDATION™

Friday, February 7, 2025



The Vision

The Tim Tebow Foundation's vision is to work with churches around the world to provide an incredible prom night experience, centered on God's love for people with special needs, ages 14 and older.



What is Night to Shine?

Night to Shine is an unforgettable prom night experience, centered on God's love, for people with special needs.

Night to Shine is held every year the Friday before Valentine's Day and is becoming a worldwide movement that is changing Valentine's Day from simply a celebration of love, to a celebration of God's love for people with special needs and the value of life.

Every guest of Night to Shine enters this complimentary event on a red carpet complete with a warm welcome from a friendly crowd and paparazzi. Once inside, guests receive the royal treatment including hair and makeup stations, shoe shining stations, limousine rides, corsages and boutonnieres, a karaoke room, a catered dinner, prom favors for each honored guest, a Respite Room for parents and caretakers, and, of course, dancing! The highlight of the night comes when every one of the Night to Shine guests is crowned a king or queen of the prom!



Volunteer Arrival & Check-in

- ✧ Arrive will be communicated via email for the event on Friday, February 9, 2024.
- ✧ Go directly to the registration tables to check-in and confirm your volunteer role and meet-up with your team leader.
- ✧ Your Team Leader will give you your specific instructions for the evening.
- ✧ Volunteer parking behind church by Bank of America. Security will direct you.
- ✧ Volunteer attire – church attire.



Volunteer Arrival & Check- in, continued...

- ✧ Access to the event. This event is limited to registered guests and volunteers only. Every guest and volunteer must wear credentials throughout event.
- ✧ All volunteers will be background checked and credentialed.
- ✧ Departure expectations. Please do not leave until you have been dismissed by your team leader.
- ✧ Emergency and exit plan.

Before you arrive...

- ✧ Please eat dinner before you come.
- ✧ PRAY for this special night!

Volunteer Teams

- ✧ Volunteer Check-in
- ✧ Set-Up
- ✧ Buddy Check-in
- ✧ Transportation
- ✧ Parking
- ✧ Food Prep
- ✧ Red Carpet
- ✧ Social Media Photographer
- ✧ Paparazzi
- ✧ Welcome/Greeters
- ✧ Guest Registration
- ✧ Buddy
- ✧ Respite Room
- ✧ Floater
- ✧ Coat Check
- ✧ Hair, Make-Up & Shoe Shine
- ✧ Flowers
- ✧ Food Service
- ✧ Activities
- ✧ Dance Floor
- ✧ Sensory Room
- ✧ Bathroom Attendant
- ✧ Safety
- ✧ Local Security
- ✧ Medical
- ✧ Gift Takeaway
- ✧ Tear Down



Volunteer Roles

Volunteer Check-In Team

Greet volunteers, give them their name badges and direct them to their team leader.

Set-Up Team

Arrive at the designated time and execute event set-up, connect with DJ, audio/visual, activity and parking teams to ensure the best possible layout.

Buddy Check-In Team

Greet buddies, give them their name badges and direct them to their team leader for a pre-event meeting on helping give their assigned guest the best experience possible.



Parking Team

Maintain a parking pattern and direct traffic for easy vehicle entry and exit. Maintain open fire and emergency lanes.

Food Prep Team

Assist caterer with unloading food, additional food preparation and set-up food and beverages in the main event space and in the chaperone space.



Sensory Room Team

Spend time with guests who may have become over stimulated on the dance floor or in other areas of the prom. Interact with them by singing, participating in sensory activities or simply providing them with some quiet time.

Bathroom Attendant Team

Help guests find the restroom, and offer assistance in the restroom if needed.

Safety Team

Walk around and monitor the main event space and outdoor areas, making sure exits are not blocked and all areas remain wheelchair accessible.



Information for Buddy Team

✧ **READ attached best practices**

✧ **NEVER** leave your honored guest during the evening.

✧ If you have any medical issues, no matter how minor, please notify a team leader nearby and they will seek a medical team member for you.

✧ As the event begins to wrap up, take your buddy to reconnect them with their parent/caretaker in the lobby and help them retrieve their prom favors and any other belongings.

✧ For guests with severe special needs, know that their parent/caretaker may stay with you to assist.



Information for Buddy Team, continued...

- ✧ Ask several times throughout the evening if they need to use the restroom.
- ✧ For restroom breaks, know that it is NOT your responsibility to assist the guest in the bathroom. Volunteers have been specifically assigned as Restroom Attendants. Contact the parent/caretaker if additional assistance is needed.
- ✧ If you'd like to stay in touch with your guest after the event, we encourage that! However, please be sure to ask permission of the guest and their parent/caretaker before reaching out to them.



Food Tips

- ✧ Be VERY aware of special diets and food restrictions.
- ✧ Make sure to connect with parent/caretaker and/or reference guest's registration sheet to make sure their dietary needs are taken care of.
- ✧ Be aware of guests needing low-sugar or gluten free options, as well as any allergies.



Wheelchair and Limited Mobility Tips

- ✧ For those independent in using their chairs, always ask if they want help; do not just start pushing their chair without permission.
- ✧ Be careful in crowded hallways - allow extra time to transition.
- ✧ Gently take hold of an arm during transition.
- ✧ If a conversation lasts more than a few minutes and it is possible to do so, sit down in order to share eye level. It is uncomfortable for a seated person to look straight up for a long time.



Guest Interaction Tips

People First Language

We want our guests to know they are the most valuable and important people in the room. People first language aims to avoid perceived and subconscious dehumanization when discussing people with disabilities. To prevent unintentionally offending someone, we have provided a list of terms to avoid...

General Tips for Communicating

- ✧ When offering assistance to a person with a disability, wait until your help is accepted and then ask how you can best assist them.
- ✧ Address them just as you would any other person.
- ✧ It is acceptable to offer a handshake during introductions even if the other person has limited mobility in their hand or an artificial limb.
- ✧ Do not alter your voice or speak in a simplified, childish manner.
- ✧ If an interpreter is present, speak directly to the person and not their interpreter.



General Tips for Communicating, continued...

- ✧ Do not lean on anyone's wheelchair.
- ✧ Do not interact with service animals without asking first.
- ✧ If the person with whom you are speaking has a visual disability, make sure you identify yourself and any people who may be accompanying you.
- ✧ Be patient if the person with whom you are speaking has trouble understanding you. Do not get frustrated or raise your voice in an unpleasant way.



Preventing & Handling Uncomfortable Situations

- ✧ If you find yourself in an uncomfortable situation, do not be afraid to ask for help.
- ✧ Some signs of overstimulation include: yelling, screaming, crying, extreme fidgeting, fearful looks and/or aggressive behavior. If this happens, redirect them to a quieter location and if needed, find your guest's parent, caretaker or guardian.
- ✧ Maintain your composure and speak kindly at all times.
- ✧ Never go off alone with one of the guests. Make sure you maintain physical boundaries and don't in any way encourage a guest to view you as their boyfriend/girlfriend.

Used with permission from the North Dakota Center for Persons with Disabilities, a university affiliated program at Minot State University, Minot, North Dakota, USA



Reminders

- ✧ If you are a buddy please familiarize yourself with where restrooms, food, Sensory Room, the medical team and other important areas/teams will be located.
- ✧ Wear comfortable shoes.
- ✧ Be aware that our guests may see you as their boyfriend or girlfriend. Be careful how you dress. Give very clear cues that you are just friends.
- ✧ Please stay in designated areas, no roaming.



Reminders, continued...

Do NOT be afraid to ask for help if you are in an uncomfortable situation. Regardless of your volunteer position, please feel free to step in and help if a situation or issue arises. We are all on the same team!

✧ Please come dressed according to your role whether that is modest formalwear for buddies or volunteer team t-shirt. Please check with your team leader to make sure you come dressed appropriately for your role.

✧ Don't forget to wear a smile!



In Case of Emergency

All volunteers should be familiar with the emergency exits and emergency evacuation plan.

Uniformed EMT's (Emergency Medical Technician's) and Law Enforcement personnel are located on site during the event in a designated area.

Medical personnel and volunteers are **NOT** responsible for administering medications to guests. All medication must be administered by the guests parent/caretaker.



You are such an integral part of this evening and are helping make this event extra special for our honored kings and queens of the prom!

"So if there is any encouragement in Christ, any comfort from love, any participation in the Spirit, any affection and sympathy, complete my joy by being of the same mind, having the same love, being in full accord and of one mind." Philippians 2:1-2

THANK YOU!