

Halloween Bash

Frequently Asked Questions

BOOTH HOSTS

How large is my space?

You will be provided an empty 10'x10' space in the gymnasium for your booth. If you plan to bring a canopy, the canopy must be no larger than 10'x10'. Please look for communication regarding your booth number and go to that specific space on the night of the event.

What does PBGW provide?

PBGW provides the space plus pieces of cardboard to protect the gymnasium floor from scratches. We provide enough cardboard for the legs of one table and one canopy. If you have other decorations that could scratch the floor, please bring additional materials to protect the floor. We do not provide any other supplies for your booth. Since we have organized this event for several years, we are also happy to offer advice and answer any more specific questions as they arise.

What do I need to provide?

Please bring your own tables, canopy*, chairs, decorations, booth staff, and goodies to give the trick-or-treaters. You **MUST** provide non-candy items such as squeeze toys, fidget spinners, or bouncy balls, because many trick-or-treaters cannot have candy (see below). If you would like to provide candy for the trick-or-treaters that are able to enjoy it, you may.

** A canopy is not required at your booth, but it is helpful with decorating your space. We encourage you to decorate your space in a fun theme to ensure the kids feel that they are trick-or-treating in a neighborhood.*

What do you mean by "non-candy items"?

We are anticipating over 150 children to trick-or-treat with us. Some children have dietary restrictions and cannot receive certain food items. We will be distributing colored bags to the trick-or-treaters at the beginning of the event. The children who cannot have candy will have a differently colored bag to signal to you which treat you should give them. You can either opt to bring only non-candy items or have both candy and non-candy items. Please have at least 50 fun items that are *not* food-based to give to the trick-or-treaters.

Some ideas include but are not limited to:

- squeeze toys
- fidget spinners
- crayons
- bubbles
- temporary tattoos
- fun socks
- small stuffed animals
- stickers
- fun bracelets or rings
- something for a boy or girl to connect to their wheelchair
- drinking straws – seasonal, loopy, twisty
- party favors from Party City
- Oriental Trading (<http://www.orientaltrading.com>) has inexpensive, fun items and ideas.

Can I dress up?

Yes, please do! The trick-or-treaters LOVE to see everyone in their costumes and take pictures with their favorite characters (e.g., Tinker Bell, Star Wars Storm Troopers, and Avengers, among others, were popular last year). Please see the suggestions from parents on the next page for advice about costumes.

When can I arrive for setup?

Please arrive no later than 5:00 PM to allow plenty of time to set up your booth for early trick-or-treater arrival at 5:45 PM. The gym will be open at 3:30 if you want to avoid the rush and drop off your supplies earlier in the day. You may set up and stay or come back later.

Is dinner provided for Booth Hosts?

Dinner is not provided, so please plan accordingly. Please eat before arriving or step out of the gym during the Bash and visit our snack stand. The snack stand is open from 5:30-8:15 PM. If you have multiple volunteers manning your booth, you will likely have an opportunity to take a break.

Will I have any help transporting supplies and setting up my booth?

Once you arrive at the Community Center, there will be volunteers available to assist in unloading your car and bringing your supplies to your spot in the gym if needed. Since we have so many enthusiastic Booth Hosts, we encourage you to keep your booth decorations manageable for you to set up mostly unassisted. This ensures that we have enough time and manpower to get the entire neighborhood ready for early trick-or-treater arrival at 5:45!

Where can I park?

When you arrive, please pull up to the Community Center right side entrance to unload your booth supplies. After unloading, you will be instructed on where to

park. Due to construction at the Community Center, we will have to make day of event decisions on parking. If you are asked to drive to the overflow lot, there will be a shuttle to transport you back to the Community Center. If there is more than one person at your booth, we ask that everyone except the driver remains at the Community Center and begins setting up the booth. The shuttles will be running throughout the entire event, starting well before and running until everyone has left the building. Although this may be an inconvenience, please keep in mind the purpose of the Halloween Bash – to bring enjoyment to people with special needs and their families. With hundreds of trick-or-treaters, many with disabilities, we must free the Community Center parking lot for their cars and ensure a safe entrance into the center.

Can you share any suggestions from parents of children with special needs?

Absolutely!

You might find these advices helpful:



Additionally, we have received feedback from parents about the following things:

- Don't wear scary costumes...well...because they're scary. Also, be aware that some trick-or-treaters are wary of doctor costumes, especially rubber gloves

and face masks. The most successful booths have been the ones that incorporate a theme in their decorations and costumes, such as Disney princesses, sawmill/flannel, minions, Star Wars, etc. If you are unsure of what theme to use, consider one from a recent children's movie.

- If a trick-or-treater is not responding as expected (not taking candy, not saying "Trick or Treat," neglecting to say "Thank you," avoiding your booth/costume), let them do so. This can be an overwhelming event with the sheer number of people and things going on. Always be encouraging. In the words of one parent, "Please do not try harder to talk to [my trick-or-treater] if she looks scared of your costume."
- Bring chairs and sit in your booths rather than standing. The height difference between an adult and young child can be intimidating.

The parents will be accompanying their trick-or-treater throughout the night, so don't fear! By being friendly, welcoming, and allowing trick-or-treaters space when they need it you are being a blessing to these families!

Does the Halloween candy I handout need to be nut-free?

We do not regulate which types of candy or food items you can distribute.

When should I expect the event to end?

Trick-or-treating typically wraps up at about 8:00 PM. We ask that booths remain set up until 8:10 PM to avoid confusion and traffic issues. After everyone leaves, you will need to dismantle your booth and remove all decorations and trash from your space. To be safe, don't plan on leaving before 9:00 PM (but we hope to be finished before then!)

Will I have access to power?

We have very limited access to electricity so if you plan to bring anything requiring an outlet, please let us know ASAP and we will reserve a space with electrical access on a first-come, first-served basis. Ideally you would mention this in your registration form. If you have already registered, please email community@pbgw.com ASAP. In general, please try to avoid needing power for your booth, as we cannot guarantee power will be available.

Can I bring my own family to this event, even if they don't have special needs?

Your family is welcome to come to this event! Children may either help at your booth or go trick-or-treating. If they plan to treat-or-treat, they must be accompanied by an adult. Additionally, please register your children for trick-or-treating separately from the booth host registration. This ensures that we have

enough T-shirts and trick-or-treat bags and can communicate appropriate numbers to our other booth hosts.