

# Community Egg Hunt

bounce  
houses, music, GAMES, A DUNK TANK, FOOD, PRIZES,  
AN APPEARANCE FROM THE EASTER BUNNY  
& OVER 15,000 EGGS TO BE HUNTED!

\*egg hunt for all kids up to 5th grade

**Sat March 30th 4pm-5:30pm**  
**Riverfront Park, Alton, IL**

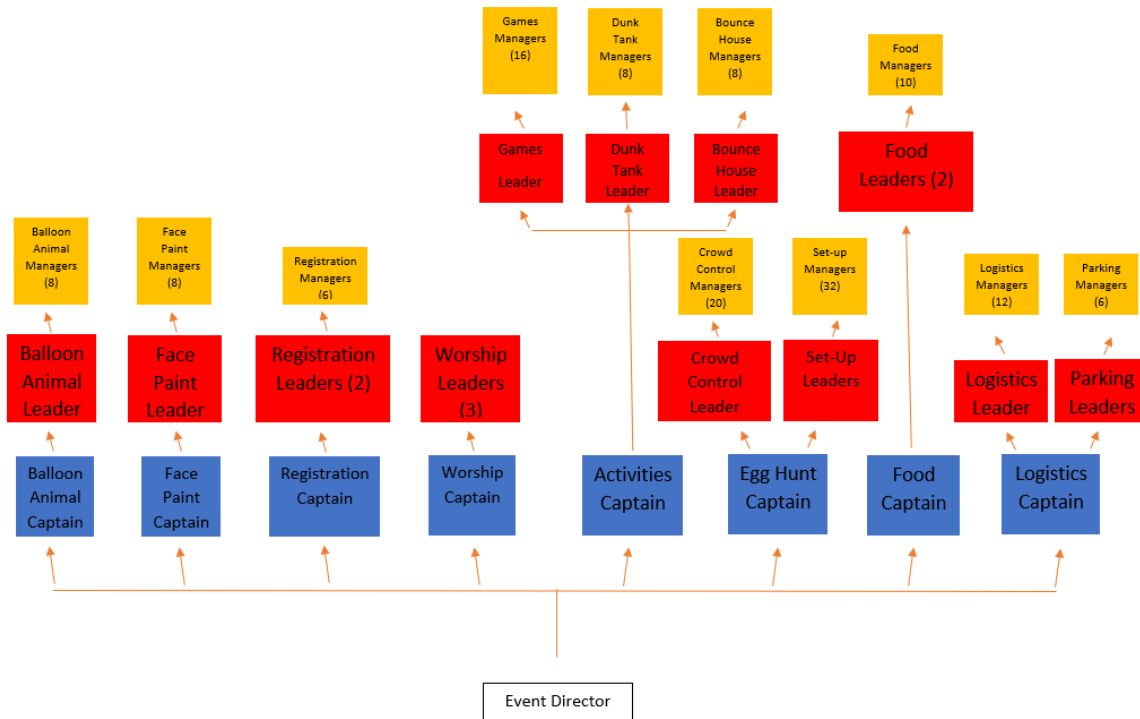
For more information check out [PAPERPLANESMINISTRIES.ORG](http://PAPERPLANESMINISTRIES.ORG)

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## EGG HUNT 2024 LEADERSHIP CHART



## VOLUNTEERS

### CAPTAINS

Balloon Animal Captain – This captain oversees making sure that they have eight balloon animal leaders ready to serve on the day of the event. Your job is to get creative in training and resourcing the team with all supplies needed. This position reports directly to the event director, as well as working with the **Balloon Animal Leaders** in getting all supplies, instructions, and personnel prepared for your station. The **Leadership Chart** requires all **Balloon Leaders** to

report to this person. Be sure to look over your leaders' descriptions to understand your position fully.

Face Paint Captain – This position is also a specialty position and requires someone with a general knowledge of face painting and is naturally kind of artsy. The leader must be able to use paint and a brush to paint or stencil designs on to a child's face or hands, be patient with kids, as well as know how to communicate with kids. The face paint leader is to report to the event director and work with the **Face Paint Leader** in purchasing all the supplies and any concerns or questions this leader may have. The **Leadership Chart** requires all **Face Paint Leader** to report to this person. Be sure to look over your leaders' descriptions to understand your position fully.

Registration Captain - This captain will organize and administrate a team of two leaders who can quickly check in on every child that attends this event. They will also oversee all materials such as first aid kit, registration cards, posters and decorations to make this area a success. This director must have the ability to handle a mad rush and be extremely organized! Those in succession in the **Leadership Chart** are to report to this person which are the **Registration Leaders**. Be sure to look over your leaders' descriptions to understand your position fully.

Worship Captain – This role is crucial to me! This captain is responsible for recruiting other worship leaders to lead our kids in three worship songs. This person is responsible for working with the event director on the set list and taking care of the audio and visual of the nights as well. That includes but is not restricted to: microphones, speakers, sound board, XLR cables, quarter-inch cables, etc. All **Worship Leaders** located in the **Leadership Chart** are to report to this person. Be sure to look over your leaders' descriptions to understand your position fully.

Activities Captain – The Activities Captain oversees games, bounce houses, and dunk tank that take place during the event and orchestrating leaders to get the job done. The job here is to create the most fun and welcoming environment possible! This captain should be recruiting and guiding leaders to create this environment amongst their teams. The following leaders in the **Leadership Chart** are to report to this person: **Games Leader, Dunk Tank Leader, and Bounce House Leader**. This is a very extensive role. You are the key to making these activities happen; thus, need to be able to handle organization and pressure. Be sure to look over your leaders' descriptions to understand your position fully.

Egg Hunt Captain – The Egg Hunt Captain is to work alongside the event director in planning the actual egg hunt as well as managing a team of people to set up the egg hunt area and the event as a whole. This team needs to be thinking, "What's the best way we can set things up to be safe, inviting, and fun?" The Egg Hunt Captain is also in charge of recruiting and setting up

success for the following leaders based off the **Leadership Chart: Set-Up Team Leaders and Crowd Control Leaders**. Most of these persons' work will take place on the day of the event. Therefore, you'll need to be good at delegating (especially to the set-up team). Be sure to look over your leaders' descriptions to understand your position fully.

Food Captain - This captain will organize and administrate a team of leaders who can make some great tasting food while remaining clean for the event. The options vary from grilling, home cooking, surprise us! This director must have the ability to handle the mad rush of hungry people and be able to distribute food quickly and properly! Additionally, this captain oversees finding as many food trucks that will come out as possible – free of charge. Additionally, we ask that this captain make some calls to get as many food trucks as possible that are willing to serve our people the day of the event. These options will cost money, of course, so the free food option is still great to have! Those in succession in the **Leadership Chart** are to report to this person which are the **Food Leaders**. Be sure to look over your leaders' descriptions to understand your position fully.

Logistics Captain – The Utilities Captain is to work alongside the event director and all other captains on acquiring all the necessary utilities to each captain's respective area. These things include power, water, transportation of anything that would require a truck or trailer, creating boundaries or fencing, or any other practice of similar function. Those in succession in the **Leadership Chart**, which

are the **Logistics and Parking Leaders**, are to report to this person. Be sure to look over your leaders' descriptions to understand your position fully.

## **LEADERS**

Balloon Animal Leader - This leaders' job is to utilize the training provided by the **Balloon Animal Captain** to teach the **Balloon Animal Managers** exactly how to do their job and directly assist, support, and supply resources as needed on the day of the event. The **Leadership Chart** requires the **Balloon Animal Leader** to report to this person.

Face Paint Leader – This position is also a specialty position and requires someone with a general knowledge of face painting and is naturally kind of artsy. The leader must be able to use paint and a brush to paint or stencil designs on to a child's face or hands, be patient with kids, as well as know how to communicate with kids. The face paint leader is to work with and report to the **Face Paint Captain** in purchasing all the supplies and any concerns or questions this leader may have. The **Leadership Chart** requires the **Face Paint Leader** to report to this person.

Registration Leaders – The Registration Leaders are responsible for making sure every single child that comes to the event registers and has a wristband as well as knowing a general idea of how each day is going to go because parents will ask questions. Check-in should go as following:

1. Smile and greet! Make everyone feel welcome!
2. Parent should fill out registration form to be placed in the prize drawings as well as so we can have emergency contact information. **THIS IS THE MOST IMPORTANT PART OF THE REGISTRATION!**
3. Inform them of the Activities and answer any questions that they may have. If you do not know the answer to the question report to the appropriate captain.

Be prepared to handle the more challenging registrars of the day so that the Registration Managers can keep things moving. All the managers can be dismissed after the first thirty minutes of the event. During that time, both leaders can prepare the registrars who have elected to be contacted by a local church to be distributed to those local churches while registering anyone else for the event who may show up late. The **Leadership Chart** asks you to report to the **Registration Captain**.

Worship Leaders – The worship leaders' job is probably the simplest and most fun. Show up on time and worship. Your only other responsibility aside from being prompt is to know your motions and/or music. Report any of your questions or concerns to the appropriate captain. The **Leadership Chart** asks you to report to the **Worship Captain**.

Games Leader – The Games Leader will find eight managers to stay at games stations, run them, and **MOST IMPORTANTLY MAKE THEM SAFE**, while also allowing for as much freedom on it as possible. This leader will work with and report to the **Activities Captain** in purchasing all the supplies and any concerns or questions this leader may have. The **Leadership Chart** requires all **Games**



**Managers** to report to this person. Be sure to look over your managers' descriptions to understand your position fully.

Dunk Tank Leader – The Dunk Tank Leader will find four managers to be in the dunk tank as well as keep the dunk area safe and controlled as ball throwing will ensue. This leader will work with and report to the **Activities Captain** in purchasing all the supplies and any concerns or questions this leader may have. The **Leadership Chart** requires all **Dunk Tank Managers** to report to this person. Be sure to look over your managers' descriptions to understand your position fully.

Bounce House Leader – The Bounce House Leader will find four managers to stay at the bounce house stations, run them, and MOST IMPORTANTLY MAKE THEM SAFE, while also allowing for as much freedom on it as possible. This leader will work with and report to the **Activities Captain** with any concerns or questions this leader may have. The **Leadership Chart** requires all **Bounce House Managers** to report to this person. Be sure to look over your managers' descriptions to understand your position fully.

Crowd Control Leader – The job is to be present, be known, and be fun. Take charge of all **Crowd Control Managers** and assist and resource them as needed. Keep kids attentive during the short Easter Celebration time and during the actual egg hunt. This team can join the **Set-up Team Managers** in

their role and will take place an hour and a half before the event starts. The **Leadership Chart** asks you to report to the **Egg Hunt Captain**.

Set-Up Team Leader – The goal is to be ready to set up the event an hour and a half prior. Spreading eggs takes a lot of time and you will need to manage a large team of **Set-up Team Managers** to execute this plan well. The **Leadership Chart** asks you to report to the **Egg Hunt Captain**.

Food Leaders – The captain will organize and administrate the leaders that will make and distribute food at the event. All ideas go through the captain. The **Leadership Chart** asks you to report to the **Food Captain**.

Logistics Leader – The captain will organize and administrate what needs to be done and where you need to go to get things done. Your job is to lead the team of people that gets the supplies and general “handy-man” work done. This is a particularly physical and hands on job. The **Leadership Chart** asks you to report to the **Logistics Captain**.

Parking Lot Leader – The captain will advise you on the parking structure. Your job is to lead a team of eight other volunteers on enforcing that structure as safely and organized as possible. The **Leadership Chart** asks you to report to the **Logistics Captain**.

## ***MANAGERS***

Balloon Animal Managers – As a balloon animal manager, you're going to have a great time creating the balloon animals that the **Balloon Animal Leader** trained you to do. If kids ask for one, make one. If they don't, make one anyway! This person will be working directly with kids and probably needs to have a fun spirit that day! The **Leadership Chart** asks you to work with and report directly to the **Balloon Animal Leader** with any questions or concerns.

Face Paint Managers – As a face paint manager, you're going to use your artistic skillset to paint wonderful, kid-friendly, and practical images on the faces of many children. This is a popular part of our event so it's a good way to stay busy. This is also one of our few positions where it be best if you already have a little bit of a talent for face painting. Be sure to use the techniques that the **Face Paint Leader** trained you to do. This person will be working directly with kids and probably needs to have a fun spirit that day! The **Leadership Chart** asks you to work with and report directly to the **Face Paint Leader** with any questions or concerns.

Registration Manager – The registration managers are responsible for making sure every single child that comes to the event registers and has a wristband as well as knowing a general idea of how each day is going to go because parents will ask questions. Check-in should go as following:

1. Smile and greet! Make everyone feel welcome!

2. Parent should fill out registration form to be placed in the prize drawings as well as so we can have emergency contact information. THIS IS THE MOST IMPORTANT PART OF THE REGISTRATION!

3. Inform them of the Activities and answer any questions that they may have. If you do not know the answer to the question report to the appropriate captain.

All the managers can be dismissed after the first thirty minutes of the event. The **Leadership Chart** asks you to report to the **Registration Leader**.

Games Managers – As a games manager, the job is to lead the kids in the game instructed by the games leader and keep them controlled – safe and fun. This person will be working directly with kids and probably needs to have a fun spirit that day! The **Leadership Chart** asks you to work with and report directly to the **Games Leader** with any questions or concerns.

Dunk Tank Managers – Get in and be ready to get wet! Be a heckler! Easy job. Just have fun. The **Leadership Chart** asks you to work with and report directly to the **Dunk Tank Leader** with any questions or concerns.

Bounce House Managers – Allow the kids to run around and have fun. Be able to communicate to parents and kids properly about safety on the bounce houses, how to take turns, and when to leave the bounce houses. The **Leadership Chart** asks you to work with and report directly to the **Bounce House**

**Leader** with any questions or concerns.

Crowd Control Managers – This position requires a lot of patience and love for kids. This area is quite boring most of the time but gets exciting very quickly so be ready! From the time you arrive you will need to watch over your egg hunt area to make sure that no one is hunting a little early. Once all the kids come over to your area to officially start the egg hunt you will want to make sure that no one goes before the horn goes off. Lastly, PROTECT THE KIDS AND KEEP THEM SAFE! Look for anyone who may be an aggressive hunter and steer them in the right direction or politely ask them to leave. The **Leadership Chart** asks you to work with and report directly to the **Crowd Control Leader** with any questions or concerns.

Set-Up Managers – The Set-Up Managers have a long day ahead of them. Connect with your **Set-Up Leader** and start spreading those eggs! This will most likely take place a few hours prior to the event as this takes a lot of time, but you should also have a lot of help! Be sure to stick around after the event to clean up your area. The **Leadership Chart** asks you to work with and report directly to the **Set-Up Leader** with any questions or concerns.

Food Managers – The food managers will make, assemble, and handout all the free food for the event. THE MOST IMPORTANT THING IS HANDING FOOD OUT SAFELY. Please use the personal protective equipment we have given you to make sure this is done correctly. The **Leadership Chart** asks you to work with

and report directly to the **Food Leader** with any questions or concerns.

Logistics Managers – Possibly the most hands-on and physically demanding job. What is this job? Doing exactly as your Logistics Leader asks you to do – carry things, move things, put things together, take them apart, drive big trucks, etc. The **Leadership Chart** asks you to work with and report directly to the **Logistics Leader** with any questions or concerns.

Parking Lot Managers – Guide the egg hunters and their families in the parking lots identified by the maps (see pg. 16) as safely and organized as possible. The **Leadership Chart** asks you to work with and report directly to the **Parking Lot Leader** with any questions or concerns.

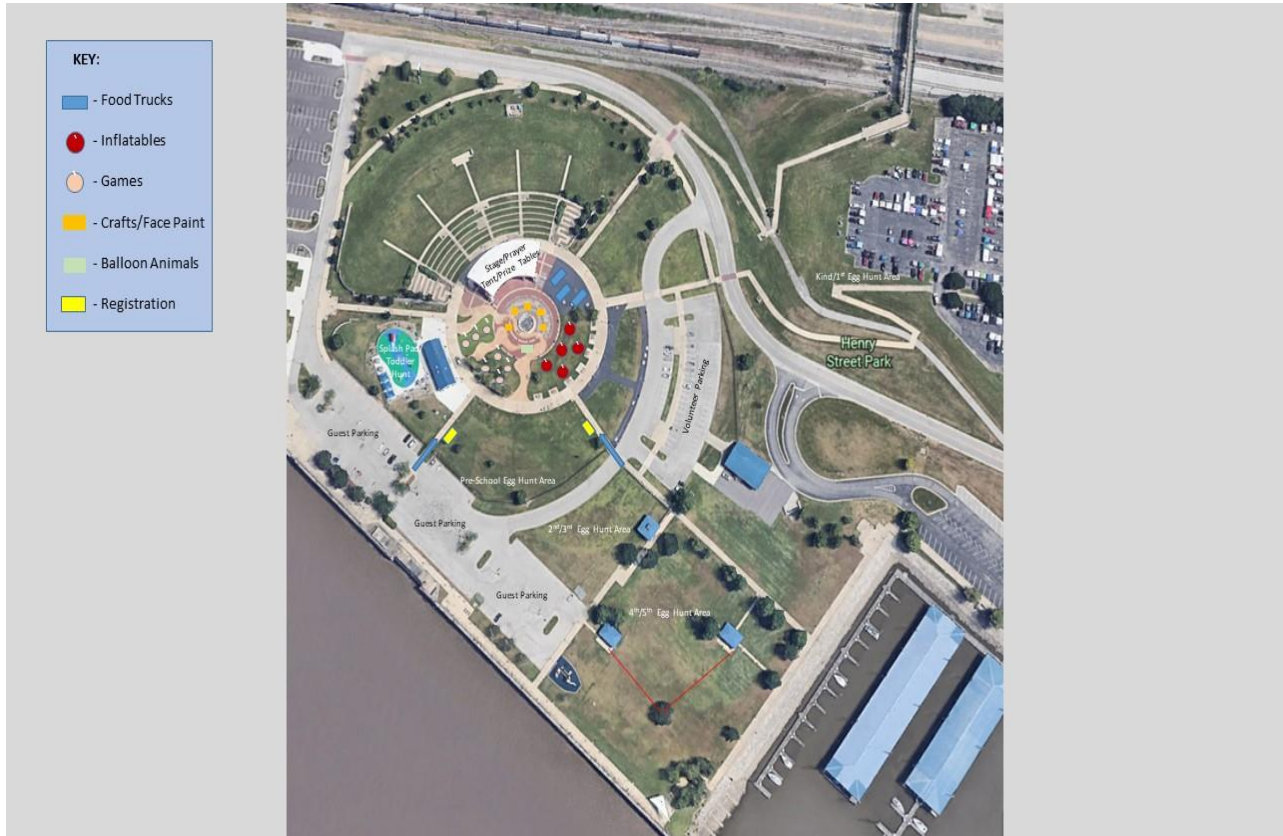
## ***FLOATERS***

Whenever you are not responsible for a selected area:

1. Look for a captain, leader, or manager to see if any help is needed! If they're all okay continue down this list.
2. The greatest responsibility of a floater is to make sure EVERY CHILD feel welcomed and is connected. Roam around and greet kids and have fun with them. You may be the leader they remember seeing Jesus in. Look for the visitors specifically.
3. Make sure everyone has been checked in. If they haven't, graciously help them to the registration area.

# MAPS

## ALTON – RIVERFRONT PARK







# PICTURES FROM 2023





# FAQ

1. Q. What is the date and location of the event?  
A. The event is on March 30<sup>th</sup> at 4 pm at Riverfront Park. The address is 1 Henry St. Alton, IL 62012.
  
2. Q. What is the age requirement for volunteers?  
A. We ask that you use your best discretion when signing up to serve with us. If the captain of a certain area believes your age may be an issue for a certain position, they will reach out to you to let you know that there may be something better suited for you. A good rule of thumb is if you're young enough to hunt for eggs you should just enjoy the event! We'll certainly make sure you get plugged in to serve in the future.
  
3. Q. How do my church congregants sign-up to serve?  
A: This can be done in many ways, but ultimately, we must give your staff or pastors sign-up forms to have church members sign-up to serve. We ask for basic contact information so that a captain can reach out for instructions on the day of the event.

4. Q. What if I'm not representing any church, but want to serve?  
A. That's great! You can send us an email at [dbosarge@paperplanesministries.org](mailto:dbosarge@paperplanesministries.org) and we'll see how we can best get you plugged in.
  
5. Q. What's in it for my church community?  
A. All church communities represented that day will be on the registration forms that every family in attendance is required to fill out. In it, they will be asked if they would like to hear more about your church specifically or any local church serving that day. Registrants that do not identify a specific church will be distributed evenly among all the churches represented that day. Most importantly, however, you get to serve your people in Alton.
  
6. Q. I am interested in helping fund this event. How can I do that?  
A. Thanks for asking! Yes, this event is funded by the local organizations and individuals who want to see this event come to life. If you'd like to receive a sponsorship form, please contact us at [dbosarge@paperplanesministries.org](mailto:dbosarge@paperplanesministries.org) and we will happily send you the form you need to donate for the event.

7. Q: What time do I arrive for the event?

A: Everyone will be asked to arrive at the event based on their position according to the captain who leads their area. However, all captains have been asked to complete setting up their area by three to pray and receive final instructions.

8. Q. What do I wear to the event?


A. Wear whatever is comfortable. For identification purposes, we ask that you wear the Community Egg Hunt Shirt provided for you. Your captain should have asked you your t-shirt size upon initial contact. If you haven't been asked about your t-shirt size be sure to reach out to your captain as soon as possible.

9. Q. Should I bring anything to the event?

A. If you need to bring anything to the event, a captain or a leader will reach out and ask if you can do that. If you are not asked to bring anything then we suggest bringing things like sunblock and a lot of water; though, we will have water prepared for all the volunteers.

10. Q. Will there be any training needed?

A. There are a few volunteer positions that will require prior training. Those positions are face paint, balloon animals, and leading worship. Other than that, your captain will reach out to you if there is any more information you need to know to execute your job well!

11. Q. How will communication be handled on the day of the event?
- A. The leadership chart should identify the only person(s) you will need to report to all the way up to the event coordinator. Additionally, all captains and the event coordinator will be in possession of walkie talkies to communicate throughout the event if any emergent requests or help needed arise.
12. Q. Is there an alternative plan for if it rains on the day of the event?
- A. Nope. And we will be there to serve in the pouring rain if we must. We love our community and will show them that even when it's raining, we are still there. Bring a raincoat and umbrella!
13. Q. How do I sign up to volunteer for the event?
- A. To serve at the Community Easter Egg Hunt head online to [paperplanesministries.org/egghunt](https://paperplanesministries.org/egghunt) or scan the QR code on the right. This will take you to the official Community Egg Hunt site where you can head to the “sign-up to serve” section and fill out the required fields.
- 
- If you are representing your church community, please identify that in this form. After you have submitted your form a captain for the area you requested will reach out.

For any additional information or if you have any further questions please do not hesitate to reach out to David Bosarge (Event Coordinator) by phone or text at 618-671-3530 or by email at [dbosarge@paperplanesministries.org](mailto:dbosarge@paperplanesministries.org). We look forward to your cooperation in serving Alton!