

# BOOTH MANAGER TRAINING

*Learn to do right; seek justice. Defend the oppressed. Take up the cause of the fatherless; plead the case of the widow. — Isaiah 1:17, NIV*

Thank you so much for your willingness to serve as the Booth Manager for the upcoming Compassion Partnership. Through your involvement, you play a key role in helping to release children from poverty around the world. It is our goal to resource you with the tools to maximize the number of children who will be sponsored at the event. The following is an explanation of your role and responsibilities.

## PLACEMENT OF THE COMPASSION TABLE

The placement of the Compassion table is important to the success of the event. Ideally, the Compassion table will be in a high-traffic area or a highly visible location. When possible, set up your table inside the room where the sponsorship presentation is happening.

## COMPASSION SUPPLIES

Your Compassion Partnership Host (the individual who recruited you for this role) will receive a box with Compassion event contents roughly one week prior to the start of your event, and they will give this box to you. In this shipment, you will find a number of items for your booth. Below is a diagram of a recommended booth setup based on the materials we provide.



## HOW TO SIGN UP A SPONSOR

Before your event, please read the Form Instructions document on the Booth Manager Resources page. This document will help you assist a new sponsor in completing the sponsorship form included in each child sponsorship packet. One of the most important aspects of your role is to confirm that all key information is included on each form as it's handed to you. If we're missing information, the sponsorship will not process correctly in our system.



We also have a [Why Compassion Flyer in the Partnership Portal](#). This document includes our most frequently asked questions at the booth so you can be prepared to answer those questions.

## PACKET PASS

During the stage presentation, the Speaker will offer the opportunity for audience members to raise their hand to receive a child packet from a Packet Pass Volunteer. This is the key opportunity to get packets into the hands of interested sponsors during the event.

Before the presentation, you will need to train the Packet Pass Volunteers on what to do in order to make the packet pass successful. Here are a few tips for the packet pass:

- Your Partnership Host will recruit Packet Pass Volunteers to serve as ushers during the presentation. Please connect with the Partnership Host for details on the number of volunteers and the time of training.
- The number of volunteers you will need may vary from four for an audience of 100, up to eight for an audience of 500.
- Leave a few packets on the table and split the rest evenly between your Packet Pass Volunteers.

- Assign your Packet Pass Volunteers to different sections of the seating area, spreading the volunteers around the room
- Train your volunteers with the instructions below.
  - Once you hear the cue from the speaker, immediately hold your packets high (work with the Speaker or Partnership Host to know the cue).
  - Work your way slowly from the front to the back of your section, passing one packet to each hand raised.
  - When you reach the back, either begin again in the front of your section, or head to other sections that may need help.
  - Repeat the above steps and continue moving while passing out packets until every hand that is raised is given a packet. If there are no more hands raised, but the presentation is still going, continue walking up and down the aisles as there may be additional hands raised as you continue moving.
  - Most importantly, put on a friendly face — SMILE and make eye contact. Show them that you're having fun and are excited about releasing children from poverty.

## POST-EVENT

At the end of the event, here are the steps you will take to complete the partnership:

- Your Partnership Host will receive an email with a Post-Event Report (a sample of this report is in the Partnership Portal). This is to be filled out by you or your Partnership Host and emailed to [events@us.ci.org](mailto:events@us.ci.org) at the conclusion of the event. If your Partnership Host is completing the report, be sure to provide them with all the information they may need to complete the report before packaging up the sponsorship forms to be shipped (see below).

- Put completed sponsorship forms in the white envelope provided and place the pre-paid overnight FedEx label on the outside. Coordinate with the Partnership Host to ensure that the envelope is dropped off with a FedEx employee at a local FedEx (not a FedEx drop box) within 24 hours of the completion of your event. If your label gets misplaced, please email [events@us.ci.org](mailto:events@us.ci.org), and we will send a new one to you.
- All materials provided including displays, tablecloth and paperwork, are disposable and do not need to be shipped back to Compassion. If you find a Scripture Journal inside the box, please give that to the Partnership Host.
- Please know that the child packets expire just a few short days after your event. At that time, any children who were not sponsored will automatically go back onto our list of unsponsored children, making them available to find sponsors at future events. Feel free to throw any unsponsored packets away.

If you have any questions, please reach out to your Compassion contact or email us at [events@us.ci.org](mailto:events@us.ci.org). We will be praying for you and the success of your event. Thank you for releasing children from poverty in Jesus' name.

