



GARMENTS
of **PRAISE**
ISAIAH 61:3

GOP

Host

Information

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Many people have asked us about hosting a Great Garment Giveaway in their church. Here are some frequently asked questions and answers that might help you in deciding if you want to do one:

What is a Great Garment Giveaway?

We come to your church with a moving truck packed with clothes and do a single-day outreach and evangelism event in your community. (You will see actual numbers below). Once registered, people have the opportunity to “shop” through our new name-brand clothes and take them home for free. Before they leave, we ask our participants to talk to someone from the church who is doing exit-interviews so that they (at the very least) can pray for them and hopefully engage them in a spiritual conversation. See our website www.is613.com or <http://www.facebook.com/is613> for photos of our events.

Why a Great Garment Giveaway?

We feel this is the type of example that Jesus showed us. Many times He would meet a physical need **and** a spiritual need.

How many people does it take to run an event?

It takes between 90-130 men, women, and students to run a Great Garment Giveaway effectively. There are many different types of “jobs” to be done. Please see the job descriptions later in this booklet for more information. We have done an event with as little as 50 people and as many of 230.

Oftentimes, people who have worked our past events will travel to help with these events. Rarely does a host church/organization need to come up with all of the workers, but will need to provide the majority of them.

Anyone can help and we encourage all ages to participate (from birth to 100 years of age). What a great way to introduce your children to missions work right in their own church!

Do you just have women’s clothing?

Mostly yes, but we never know from shipment to shipment.

Where do you get these clothes?

A clothing company that has too many clothes. 😊

How much does an event cost?

There are many factors involved in this question. First, the clothes do not cost anyone. However, there are some logistics that need to be covered such as transportation and shipping, sorting, refreshments, sacks, dressing rooms, advertising, signage, etc. Depending on the distance that we have to travel to get to your location our fee to come and do an event at your location will be between \$3,000-\$4,500. (This will be determined prior to booking). The host organization is also responsible for advertising, worker’s food and worker’s t-shirts (\$6.50-\$9.00 per shirt and each worker needs a shirt). We can go over that in much greater detail when we talk.

What kind of numbers can we expect?

This is a very subjective question and is based upon how well you all advertise, makeup of your community, etc. We are seeing that oftentimes registration is at least 100% of your average weekly attendance.

See the table below for other events that we have hosted.

Location	Avg. Weekly Attendance	# Through the Door	# of Garments Given Away	# of Decisions for Christ
Tonganoxie, KS	250	382	4846	14
Harrison, AR	425	891	9252	22
Clinton, MO	500	753	6855	31
Oskaloosa, KS	85	179	1504	12
Montgomery City, MO	250	452	4711	21
Overland Park, KS	100	130	1467	1
Kimberling City, MO	400	326	2064	5
Ozark, MO	650	414	3919	4
Perryville, MO	250	450	3662	4
Leavenworth, KS	300	379	2800	3
Bonner Springs, KS	225	515	3538	9

What is the basic process of hosting an event?

The basic process is simple:

1. Pray about and decide that hosting an event is something that you and your church want to do.
2. Contact GOP to go over the logistics/cost of the event.
3. Sign an agreement with GOP committing to the event date and requirements (See Event Requirements).
4. Start advertising for the event and recruiting workers.
5. GOP will show up at your church 1-2 days prior to the event and see the event through until the last person leaves your church.

Event Requirements

In order for your Great Garment Giveaway to be a success, the first item that we require is that your staff and most importantly your Senior Pastor to be fully committed to the event. We will need access to your secretary or administrative assistant to show us where we can copy documents, access the internet, and to answer general questions. We will need access to your custodial staff to help with set-up before the event, custodial issues that arrive during the event and help with clean-up after the event. We will need the pastors of the church to attend the training that we provide prior to the event so that they will be able to answer questions for any of the “pray-ers” that are unable to attend the training. *It is important that all support staff understand that we expect them to be helpful when we arrive.*

Please note that the below ROOM REQUIREMENTS and ROOM SIZE REQUIREMENT are an ideal suggestion. We believe that if a church has a “room and a willing heart”, we will do our best to accommodate. Please do not let the room quantity and sizes cause you not to further pursue doing an event at your church, we can make almost any space work.

Once all of your staff is committed to the event, these are our other requirements:

- Event Coordinator:** Choose *one* person who will be the event coordinator for your event. This person is who GOP will communicate with and through.
- Church Calendar:** The church calendar must be cleared for the day prior to the event and the day of the event. For example, if your church normally hosts support groups, discipleship classes, exercise groups, etc., these will need to be cancelled the day prior to the event and the day of the event. This is due to the large amount of setup required and clothing inventory that will be left out at the church. *Obviously depending on the size of the facility this is something we can discuss.*
- Advertise:** You will need to get the word out about your event. See below for more information.

- ❑ **Training/Prayer:** When recruiting workers, please inform them of *the necessity of attending the training/prayer meeting the evening before the event*. We cover so many things during that meeting, it is very hard to fill people in on the day of the event when they arrive. This is an approximately 1 hour 45 minute training.

- ❑ **Workers:** When recruiting workers, please let them know that we need them for the duration of the event. ~8:00am-3:00pm. Workers who can only be there for a couple of hours need not be included in your count of total workers. **We need the names, t-shirt size, mailing address, email address, phone number, mobile number and desired position(s) of your workers two weeks prior to your event.** *This needs to be sent to us in a Microsoft Excel compatible file.*
 - ❑ **Team Captains:** Recruit from your leadership team individuals to head up the various teams needed. These include, but are not limited to: Tech, Hospitality-Guests, Hospitality- Staff, Childcare, Clean-up, Prayer/Exit Interview, Garment Selection, Mending, Registration, Runners/Escorts, Security/Parking, Setup/Load-out, Advertising. **GOP needs the names and contact information of these individuals prior to a month out from the event.**

 - ❑ **Prayers:** It is your responsibility to provide a minimum of 40 counselors for the event. Why? The counselors are the primary follow-up for the event.

 - ❑ **Childcare:** We ask that you provide workers as well as a safe and secure location within the church during the event for childcare. Depending on the venue, childcare may be for those attending event, but it definitely is needed for those working the event. It is ok to staff this room with teenagers; however, we ask that you provide adequate adult supervision for them. In one of our most recent events, there was a time when 60+ children were in childcare at one time! Some host organizations choose not to offer Childcare for the guests, which is completely fine with us.

 - ❑ **Other Workers:** We ask that you provide people to work in various other aspects of this event beside the 40 prayers. (When getting people to commit to help, you will need to find their preferred areas of help, but they will need to understand that on the day of the event they may be reassigned as we need them).

The Event Coordinator and GOP staff will meet prior to the Training/Prayer Meeting to assign people to specific duties/locations.

- ❑ **Clean-up Checklist:** We ask you to provide help for after-project clean up with one person responsible for “signing off” on proper set up of the rooms. A picture of each room or specific instructions of how to set up for the following day is helpful with this task. It is helpful if teachers have cleared out their rooms as much as possible before the event, so that they will know where their things are and returned to the proper place.

- ❑ **Uniform:** All workers are required to wear a GOP t-shirt so that we know who is working the event and who is attending the event as a guest. You can have the volunteers purchase their shirts for \$6.50 (S-XL) or \$9.00 (XXL-XXXL) or the host church/organization can cover this themselves. Either way, the invoice for the shirts will come separately from the final event invoice. Workers shirts are mandatory attire.
- ❑ **Hospitality Room:** We require that you provide a hospitality room for all GOP workers. This room is required to have the following: bottled water (at least 2 bottles per worker), bread (including at least one loaf of gluten free bread), sandwich meat, cheese, bags of individual chips, bags of cookies, condiments, and anything else that you would like to provide.
- ❑ **Water:** Besides that water mentioned above, there will need to be access to water (either bottled or in a cooler with cups) for the workers who are in the prayer room and clothing rooms.
- ❑ **Tables:** Label them so that we know where to return them after the event. It is often that smaller churches need to bring tables in from the outside to accommodate the amount of clothes that we bring.
- ❑ **Rooms for display of clothing:** A typical church Sunday school class will work for this. (~20' x 25' or larger is preferred). Rooms are typically divided as follows:

XS-Small	Medium	Large
XL	Plus	Other (Men's or Children or Shoes)
- ❑ **One room for counseling:** This needs to be a large room 1,250 square foot minimum.
- ❑ **One room for mending:** This can be a smaller room.
- ❑ **One room for waiting:** This room needs to seat at least 300 people and able to have the following served in it: Popcorn, Water, and Yellow Lemonade. Oftentimes this is the worship center/sanctuary.
- ❑ **Dressing Room Space:** This is typically another Sunday school space. Our dressing rooms are portable and can be setup most anywhere so if a separate room is not available we can make that work too. Restrooms are not an acceptable space for this.
- ❑ **Wheelchair (In case a guest needs one)**
- ❑ **Photographer:** The host church/organization needs to provide a photographer on the day of the event at 8am until 3pm to take pictures of the event. Though the photographer does not need to be a "professional", they need to have a DSLR and be comfortable taking pictures and following directions. A list of specific photos needed will be given to the photographer. Additional photos may be taken at the photographer's discretion. A copyright release will need to be signed and all photos will be the property of Garments of Praise. Photos do not need to be edited and the digital files should be given to GOP by

5pm the day of the event. Photos need to be delivered on an SD card, memory stick, or CD.

- Parking:** If adequate parking is not available, you will need to coordinate with surrounding business to secure parking access. Permits may be required for street parking.
- PRAY!** We will provide you with a prayer guide that can be used to pray for the needs of the event, the participants in the event, etc.

What We Provide

- Clothing:** We bring with us a large selection of sizes with us. Obviously based upon the demographic of the people attending the event, we may run out of a specific size throughout the day. Clothing is distributed on a first come, first served basis.
- Event Coordination:** We provide seasoned staff to coordinate your event before, during, and after.
- Job Descriptions:** Detailed job descriptions will be provided.
- List of responsibilities and number needed in each area**
- Registration Materials**
- Snacks for participants:** Popcorn machine, popcorn, oil, seasoning, cups w/ lids, lemonade, napkins, and popcorn bags
- DVD for entertainment while participants wait:** Typically something like The Andy Griffith Show or the Waltons
- Dressing rooms**
- Signage:** We provide various signs to direct participants where to go from beginning to end as well as the command strips to post them.
- Transportation:** We will transport the clothing to your site one day prior to the event. The cost of this is estimated in the expenses above. Obviously, the distance we travel from Bonner Springs, KS will determine the cost to the church for transport.
- Sacks:** All guests leave with their clothes put in sacks for easy transport.
- T-Shirts**
- Instructions for photographer**

Time Frame

Prior to the Event

- Recruit!** This event requires a massive amount of manpower. While we offer GOP events as a way to be involved in missions at our church, we need as many of your church members involved as well. You will need a minimum of 40 pray-ers for the event so recruit Sunday school teachers, small group leaders, AWANA leaders, children ministry workers, youth workers, deacons, etc. to be counselors. We also need workers for set-up, during the event and clean-up after the event. We ask that you not assign workers to specific areas as we will take care of that when we arrive.

Don't know where to start? Get a leadership team of the captains mentioned above.

- Advertise!** We will send you materials to use to advertise. Only the materials that we send you to print out or to place on your website may be used or other material needs to be approved by us prior to printing/use. Contact radio stations, newspapers, local businesses (one church put flyers on the trays of a local restaurant, and another on the tables of the local bars), local agencies who work with the poor, schools, etc. It is best to have one person in charge of an advertising team.
- Communicate!** Prior to the event, we will request various items of information from you, and set specific deadlines for specific things to be accomplished. For example, we need shirt sizes for all volunteers no later than two weeks prior to the event; therefore, it is important for you to have recruited all of the volunteers that you need at least two weeks prior to the event.

Week of the Event (Typically an event is held on a Saturday, however we recently did an event on a Tuesday with great success)

One day prior to the event:

- We arrive with our truck in the morning to set-up.
- We need strong people to unload the truck.
- We need people to set up tables for each room.
- We need people to unload the clothes and neatly display them for the event.
- We need people to help set up the staging area where people will wait until they are called to come pick out clothing.
- Setup registration table and have everything ready to go
- Mandatory Worker Training: It is very important for our workers to be at this training.

Time Frame (cont.)

Day of the Event

- Workers scheduled to help at the beginning of the event need to arrive by 8:00 a.m. and wear their GOP shirt. No shirt, no participation. This is non-negotiable as we must know who is a worker and who is a guest.
- Snack Area: Pop popcorn and have lemonade and water ready to go.
- Start movie
- Registration Table: Be ready to greet people with a warm smile. We want you to have as much contact information as possible so help them fill out the registration card if necessary.
- Clothing area: Make sure that all clothing has been folded and is neatly displayed. Pray over the clothing as you do this.
- Counselor area: Make sure that the counselors have water, counselor cards, pens, tracts, list of agencies in the area that provide assistance to those who need it, and MINTS (bad breath is not acceptable!).
- Clean-Up after event

After the Event

- Get statistics
- Follow-up with people who made decisions as well as those who needed prayer
- Get Pictures to GOP

Job Descriptions

Below you will find a brief overview of the jobs for an event. These descriptions are just a quick overview of the jobs. More detailed descriptions will be given at the training.

Event Coordinator- This is the person who handles all communication and logistics from the local church side. This position needs to be an individual person and not a team.

Hospitality: Guests- This group handles the people who are waiting to enter the clothing rooms. They handle crowd control, announcements, entertainment (balloon animals, games, etc.), refreshments, drinks, etc.

Hospitality: Staff- This group makes sure our staff is fed at lunch and has plenty of water throughout the day.

Technology- This group makes sure that the DVD's stay going in the holding/waiting room and that there are microphones for announcements in that room also.

Childcare- This group handles all aspects of childcare including check-in/out, workers, snacks, crafts, movies, etc.

Clean-up- This group makes sure the building is put back together and in a clean condition once the event is over. Needs to coordinate with building custodian.

Counselor/Exit Interviews- This group handles the "exit interviews" and counseling after the people have made their clothing selections. Recruitment of people who know how to witness/evangelize is key for this group. Logistical training is provided for this group, but not evangelism training. **Providing workers who actually know how to lead someone to the Lord is imperative.**

Garment Selection- This group stays in their assigned clothing rooms and keeps them orderly by folding clothes and helping people find garments.

Mending- This group mends any potential clothes that might need repair.

Registration- This group handles the incoming crowd and gets the people attending to fill out their paperwork. Group needs to be staffed with competent people who can handle pressure and noise, and write legibly.

Greeters- This group greets people at various points throughout the event, but specifically the front doors.

Runner/Escorts/Building Guides/Sackers- This group takes people around the building, sacks clothes, and sits at key areas and directs people to the appropriate spot.

Security/Parking- This group handles the parking of the guests and also any “security” issues that may occur.

Setup/Load-out- This group meets our truck on the day prior to the event and unloads all the boxes into the rooms, and handles room setup. They also unpack all the boxes and display them on the appropriate tables. The opposite is done at the end of the event with any leftover items.

Advertising- This is the group that gets the word out about the event. Flyers, Facebook, Craigslist, radio, parades, clubs, schools, shelters, community assistance programs are all ways in which people have gotten the word out.