

# [Example of Instructions for Presenters]

## Missions Fest (Year)

### Instructions for Loading, Unloading and Parking for Presenters at the School Field Trip

We are looking forward to your participation during the upcoming Field Trip during Missions Fest, designed for students from Christian schools. The following instructions are to assist you when you arrive.

**Unloading:** Be sure that all your presentation materials are labeled with your name. For lighter more manageable loads, drive straight to the assigned parking area. Show the attendant your parking pass(enclosed), pay \$5, park and catch the shuttle back to the (venue).

**Larger Loads:** Arrive in front of the (venue). Turn on your 4-way flashers, notify the street attendant (if any) of your intentions and take your goods to the Information Table in the Lobby. An attendant will assist you from there.

**Parking:** Once unloaded, to utilize your enclosed parking pass at the Missions Fest Special \$5 rate, proceed to the Missions Fest parking area (see attached map). Show the attendant your parking pass, pay \$5, park and catch the shuttle back to the (venue)

**Liability:** The Missions Fest Society is not responsible for safety or liability of vehicles or their contents while in the Parking area.

**After your seminar:** To return to your vehicle, board the shuttle bus located in front of the (venue). Service will be at approximately 15-minute intervals.

We're so excited about this year's theme, "*(Theme)*". Our prayer is that your presentation will motivate and stir the hearts of the children...not for a week-end ... but for a lifetime.

If you have any questions, please call the Missions Fest office. Thank you once again for your participation.

Contact Person:

Children's Liaison  
Missions Fest (City)

Address:

Tel:

Fax:

Email:

Web: