

## 2017 FRG/Unit Information and Guidelines Sheet

4<sup>th</sup> of July Spectacular – July 4, 2017

- ❖ Family and MWR would like to extend an invitation to all FRGs and Units at the “Battalion Level” to participate in a fundraising opportunity at our 46<sup>th</sup> annual 4<sup>th</sup> of July Spectacular. In order to operate a game booth, FRG/Units must submit their USAG-HI Fundraising Request Form to [usarmy.wheeler.imcom-pacific.mbx.fundraising@mail.mil](mailto:usarmy.wheeler.imcom-pacific.mbx.fundraising@mail.mil). Priority deadline for paperwork submission is **Friday, June 9<sup>th</sup>**. Applications will be approved on a first-come, first serve basis.
  
- ❖ **Game Booth Spaces** will include a **10'x10'** covered area, one table and two chairs. Game booths hours of operation will be 10 AM – 7 PM.
  - All sales for game booths will be through scrip/tickets only. This policy is for your safety and protection. Tickets will be sold at \$1 each. Following the event, take tickets collected to the, Arts & Crafts Bldg 572 (across the street from the field). Event staff will weigh and verify the number of tickets collected. Activities will receive **60% of gross income generated by check**.
    - No two game booths will operate the same game.
    - Game booths will be run by Units or FRGs. Limit is one per Battalion.
    - Space location will be assigned the day of the event at check-in.
    - Games will be available for pick up June 19<sup>th</sup> – 23<sup>rd</sup> by appointment only.
    - A booth reservation form must be submitted as soon as possible after the drawing to secure booth reservation.
    - Prizes will be provided by MWR. Groups will be given 1000 prizes initially and can request for additional supplies as the day goes on at the Info Booth. There will be three levels of prize quality. Groups will receive 600 level 1 prizes, 300 level 2 prizes and 100 level 3 prizes.
      - Level 1:
        - Temporary tattoos
        - Puffy sticker's
        - Pencils
      - Level 2:
        - Chinese finger traps
        - Sticky stretchy hands
        - Noise makers
      - Level 3:
        - Smiley face plastic balls
        - Pinball games
        - Yoyos
    - Unused prizes must be returned at the end of the event. The number of prizes to be returned will be based off the number of tickets sold.
  
  - FRG/Units are responsible for providing any and all necessary equipment (other than those requested and approved in contract) for the operation of booth space.
  - FRG/Units must fit equipment, materials, games, etc. within allotted space.
  - FRG/Units will be responsible for keeping their area clean, orderly, attractive, secure, and in a safe and sanitary condition.
  - FRG/Units will furnish a sufficient number of trained individuals for the efficient performance of their booth.
  - Any tables/chairs borrowed from Special Events need to be cleaned upon return. You will receive a coupon showing you have returned your tables/chairs in a satisfactory condition. **You must then bring the coupon to our office prior to weighing in your tickets.**
  - FRG Booths are required to display a sign which identifies their Unit. Decorations and signage are encouraged and the responsibility of the FRG/Units booth operator.

**For more information call 655-0113**

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❖ **Set-up** must be completed no later than 9:45 AM on the day of the event. Event officially begins at 10:00 AM. You may drive on the grass to get to your booth site. **ALL VEHICLES MUST BE REMOVED FROM EVENT VENUE no later than 9:30 AM on day of event.** FRG/Units are prohibited from working out of their vehicles during event.

- Any wires, ropes, or other lines protruding from concessionaire's booth (i.e. tent tie down ropes), for safety purposes, must be marked with reflective tape, flags or reflectors.

❖ **Clean-up** will be completed no later than 10 PM on day of event, and tear down will not begin until **7PM.**

- FRG/Units will be responsible for removal of their trash and any items brought with them. The FRG/Units assigned area must be left in the same condition as when arrived. Trash containers AND recycling containers are available and may be used by FRG/Units to dispose of trash.
- Please plan to return game when cashing out on July 4<sup>th</sup>. All tickets collected must be turned in on the 1<sup>st</sup> floor of the Arts & Crafts building on 4th of July – they will not be accepted after 4 July. All games must be taken back to the Special Events office (2<sup>nd</sup> floor, Arts & Crafts Bldg. 572).

### ❖ **Nite Glow**

Sellers must be 18 years or older. Nite glow necklaces can be sold on July 4<sup>th</sup> from 4 PM -8:30 PM.

- Each FRG/Unit selling necklaces is to report to the Arts & Crafts bldg (next to tennis courts across from Sills Field) at 4 PM on July 4<sup>th</sup>.
- Each FRG/Unit will be given six (6) \$50 change funds and six (6) aprons (to hold funds collected) and 1-3 tubes of necklaces per change fund. We suggest sellers work in pairs or groups of three.
- Additional necklaces may be picked up at the location you receive your change fund.
- Funds raised will be turned in at the Arts & Crafts Building. MWR will retain \$1.50 per necklace sold, and FRG/Units will receive the remaining income. Necklaces will be sold at 2 for \$5.00 or 1 for \$3.00.
- MWR reserves the right to charge units \$1.50 for each unsold necklace from an opened container brought back to the distribution point. It is encouraged to organize a time and place for your entire group to meet up and help each other sell leftover glow necklaces.

**For more information call 655-0113**