



A Night in Old Bethlehem Volunteer Briefing

Hello Bethlehem Volunteers,

Our mission of A Night in Old Bethlehem invites the community to discover the birth of Christ as they explore the town of Bethlehem.

We are so thankful for your help and support this year. You have blessed us thus far by the service, donations and prayers for this organization and our community. We are excited to share the birth of Christ this season. Together, we are making a positive difference in the lives of those who walk through our arch, and we couldn't be more grateful for your involvement.

Here are some details to guide you through the service experience.

Things to Bring:

- **Sights & Sounds Clear bag policy:** To ease the mind of everyone we do have security on-site; the safety of our volunteers and attendees is of the utmost importance to us. We have implemented a clear bag policy to ensure there will not be dangerous objects on the premises.
 - Refillable Water Bottle to reduce waste
 - Cold Weather apparel that can be under a costume (Check weather before)
 - Sandals are preferred to athletic shoes

Check-In Process:

1. General Volunteers will check in with Sights and Sounds through the San Marcos Chamber of Commerce located at: 202 N C M Allen Pkwy, San Marcos, TX 78666. This will grant you free admissions.
2. [Click this map link](#) for the dark blue walking route and Bethlehem Town set up. We are located in City Park next to the Lion's Club Tube Rental/Pauline Espinosa Community Hall. (*Tents are tentatively placed on the map but will be in the general area if moved*)

3. [Logistics/Operations/Music Volunteers](#) will use the map link above and access the parking lot through the back entrance of Sights and Sounds to deliver and unload equipment, see Jowers Access Rd that is light blue. Address: City Park, 201 Jowers Access Rd, San Marcos, TX 78666
4. Once you enter the arch of Bethlehem you will proceed past the manger through the Inn door to the [Hospitality Tent](#) to check in for your shift.
5. Within the [Hospitality Tent](#) you will find a sign in sheet, job descriptions, scripts for different volunteer positions, and drinks and snacks. Please take a look at your own position as a tool to help create this miraculous historical event.
6. We have an ADA portopotty located behind Bethlehem near the Hospitality Tent and Costume Tent. Please utilize it prior to getting fitted for a costume.
7. At the enclosed [Costume Tent](#) check in with the Costume Master for correct attire for the position and something that will fit. We will have everything organized for ease of use.
8. Check-In at your station

Questions Needing Answered:

We want you to feel well prepared and confident as a volunteer. Craft Leaders and Board Members will have ID Badges worn around our necks so you can easily identify us for questions, concerns, more supplies, restroom breaks etc...

Volunteer Roles and Responsibilities:

- Focus on Christ and his characteristics during your service experience
- Minimize nonhistorical electronic usage and behaviors
- Checking in and out on time in the hospitality tent
- Returning your borrowed costume and reporting any damage that may have occurred.
- Complete the Volunteer Questionnaire after each shift.

This year we are looking for your input as volunteers on how to make this event better each year. Any observations you would like to share we would love to hear about. A QR code will be in the tent to utilize. You can also use the link below for the google form as well. [Volunteer Google Form](#)

We are wanting input after each shift so that any recommendations you have do not slip your mind afterwards. We appreciate your feedback.

Schedule and Timing:

Dates:

- Thursday, November 30th
- Friday, December 1st
- Saturday, December 2nd
- Thursday, December 7th
- Friday, December 8th
- Saturday, December 9th

Times:

- Sights and Sounds is open 6 PM - 11 PM
- Bethlehem is open 6 PM - **10:00 PM**
- **1st Shift is 5:30 PM - 8:30 PM**
- **2nd Shift is 8:15 PM - 10:30 PM** (Food Volunteers are asked to stay later to help properly clean and store equipment and produce for the next night.)

The time overlap allows for less vacancies at stations due to tardiness or restroom breaks.

Safety and Emergency Procedures:

- A First Aid Kit will be provided at the Hospitality Tent for anyone that may need supplies. Participants in need may also be given supplies as needed.
- Fire Extinguishers will be at all cooking areas
- If an Emergency Evacuation takes place, please use the Logistics back entrance to exit located behind our trailers.
- If at any point in time a volunteer feels unsafe, please let the leader in your area or a board member know.

Photography

- We will have a photographer/videographer on site capturing moments for memorabilia online. If you do not want your photograph taken, please politely let them know. If you see one online that you were not aware was taken, please email us so we can make the correct.

Our volunteers play a crucial role in creating a truly memorable experience for the children and families in our community. Your efforts, enthusiasm, and generosity make a significant impact, turning moments under our arch and within our walls into cherished memories.

Blessings,

Your Night in Old Bethlehem Board

If the digital map link above is not accessible for you, please use the graphics below.



