

Night to

ShineTM

TIM TEBOW FOUNDATION

Friday, February 13, 2026



*The Tim Tebow Foundation's vision is to work with churches around the world to provide an incredible prom night experience, for individuals with special needs ages 14 and older, **centered on God's love.***

*It changes everything when someone hears they are loved and **have a purpose.***

People with disabilities are often not provided with the same opportunities for celebration as their peers.

*Our prayer is that Night to Shine is not just a night of celebration **but a night when people with disabilities experience God's love and understand their value and worth as His image bearers** - kings and queens of the Most High.*



There are an estimated 1.3 billion people around the world living with special needs.

That's **1 out of every 6** people around the world who may never have heard that they matter, that they are loved, and that they are valued, worthy and precious Kings and Queens.

Every life matters and deserves be celebrated!!!

The Body of Christ is NOT complete without people with disabilities. People with disabilities are our Kings and Queens because God sees them as royalty and so should we.



What is Night to Shine?

<https://www.youtube.com/watch?v=ca7MAwFtB7s>

Night to Shine is held every year the **Friday before Valentine's Day** and is becoming a worldwide movement that is changing Valentine's Day from simply a celebration of love, to **a celebration of God's love for people with special needs and the value of life.**

Every guest of Night to Shine enters this complimentary event on a red carpet, complete with a warm welcome from a friendly crowd and paparazzi. Once inside, guests receive the royal treatment including hair and makeup stations, limousine rides, corsages and boutonnieres, a karaoke room, a catered dinner, prom favors for each honored guest, a Respite Room for parents and caretakers, and, of course, dancing! The highlight of the night comes when every one of the Night to Shine guests is crowned a king or queen of the prom!

General Flow of Event

- Doors open at 5:30; Guest arrival will be staggered
- When they arrive at their designated time they will report to the CHECK-IN TENT in front of the church. Here they will be given their corsage/boutonniere and nametag
- Once inside the church Guests will check their coats, be matched with their BUDDY, receive their CROWN, and walk the RED CARPET. Parents and Caregivers may remain up to this point.
- Guest choice of activities (in any order)
 - Photo taken at backdrop (step and repeat)
 - Dinner/Milkshake Bar
 - Dancing
 - Karaoke
 - Photo Booth
 - Roaming Magician
 - Limo Rides- begin at 6:30
 - Quiet room is available on the 1st floor
 - Therapy Dogs between 6:30 and 9 PM
- Official Crowning Ceremony at 7:30 -- At this time, all buddies and guests will report to the main event space. After a brief message from the pastor, guests will “officially” be pronounced kings and queens of the prom.
- Guest Departure around 8:45/9
 - Pick up coats
 - Pick up favor bag at main entrance

In Case of Emergency

All volunteers should be familiar with the emergency exits and emergency evacuation plan.

Uniformed Law Enforcement personnel are located on site during the event in a designated area.

Medical personnel and volunteers are **NOT** responsible for administering medications to guests. All medication must be administered by the guest's parent/caregiver.

Immanuel Leidy's Church

**GUEST
CHECK IN
TENT**

LIMOUSINES

HAIR + MAKE-UP
ENTRANCE
"RED CARPET READY"
ENTRANCE

GUEST/
RESPITE STAIR

EXIT ONLY
(CAREGIVERS)

KARAOKE

[GLAM APPT.
GUEST WAITING]

LIMO
RIDES

KITCHEN-
ONLY
STAIR

KITCHEN

CAREGIVER COATS

GUEST COATS

*END OF NIGHT:
FAVOR BAGS*

GUEST
COAT
CHECK

Check-in

Men

Ladies

Elevator

CROWNS

ANNOUNCER

PAPARAZZI
RED CARPET
PAPARAZZI

**BUDDY
WAITING
AREA**

BUFFET

DANCE FLOOR

DJ

Stage

MILKSHAKES

STEP &
REPEAT

CAREGIVERS TO RESPITE
VOLUNTEER STAIR

Immanuel Leidy's Church
Sanctuary - Office Level
2nd Floor

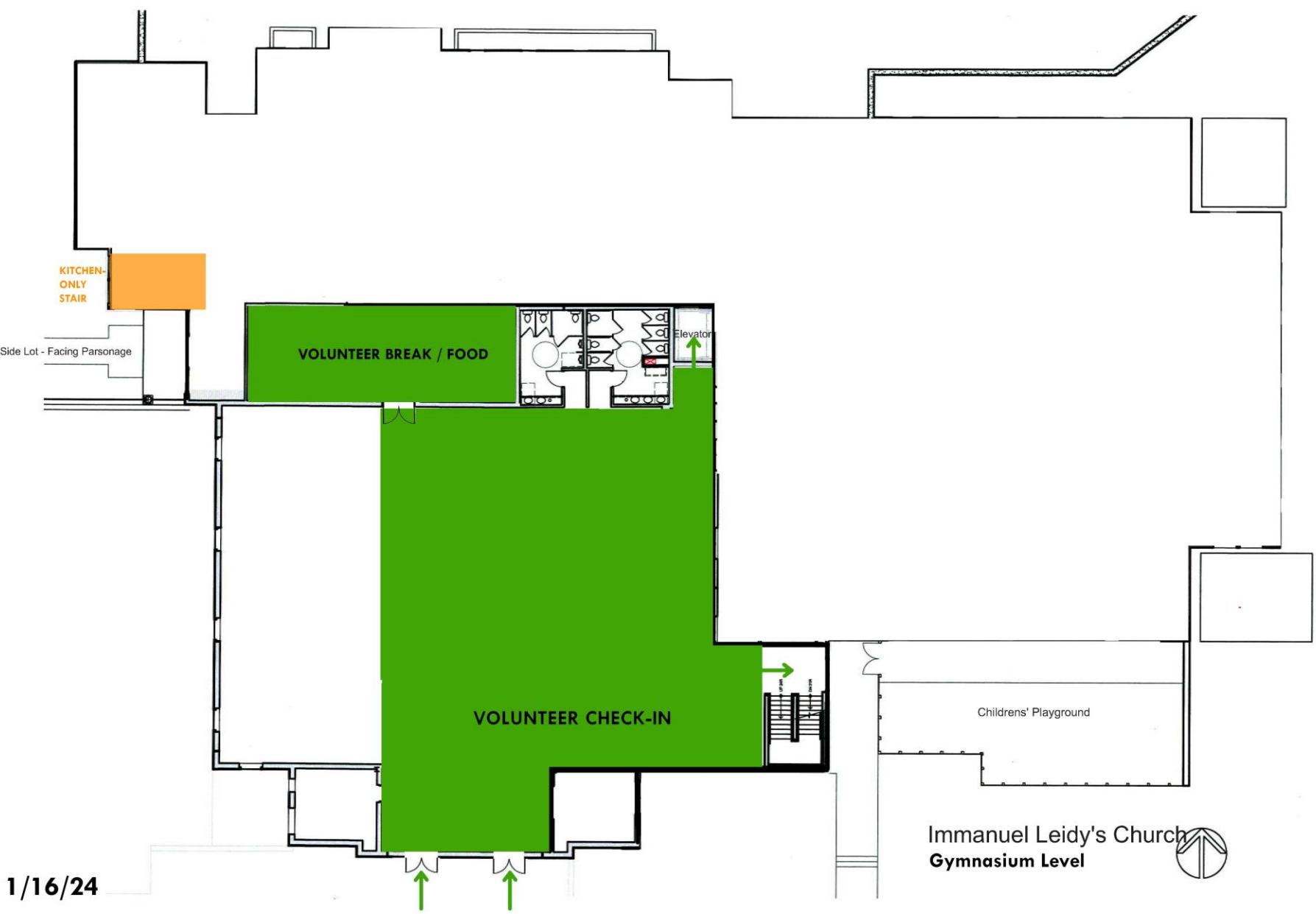


Volunteer Arrival & Check-in

- ✧ **Arrive as early as 4:30 and no later than 5 PM**, Friday, February 13, 2026. **Consider arriving on the earlier side**, as checking in over 300 volunteers will take some time.
- ✧ Use the lower parking lot entrance off **LEIDYS RD** (NOT the upper lot entrance off Mifflin St). Follow the sign for 273 Cherry Ln.
- ✧ Parking closest to the gym will be reserved for the following teams: Respite Pampering, Hair/Make Up Artists, Dog Handlers, volunteers with mobility concerns.
- ✧ Please fill the lowest part of the main lot first. Additional parking will be available across the street in The HUB parking lot.
- ✧ **Enter at the GYMNASIUM.** Here, you will receive your name badge, confirm your volunteer role and be directed to your team location on the 1st floor (respite) or 2nd floor (main event).
- ✧ Coats can be hung in the gymnasium level but consider leaving purses in your vehicle or at home as we cannot guarantee a secure location for them.



1/16/24



Immanuel Leidy's Church
Gymnasium Level



Volunteer Arrival & Check- in, continued...

- ✧ This event is limited to **registered guests and volunteers** only. Caregivers will have a separate area on the 1st floor, except for a few that have registered to serve.
- ✧ All volunteers will be **background checked and credentialed**.
- ✧ Departure expectations. If you are not on a team that serves the entire evening, we ask that you exit the main event space when your shift is finished and visit the volunteer area on the gym level to enjoy a meal before departing. **However, if you are carpooling with someone volunteering the entire evening, you may socialize with others in the volunteer area until the event is finished.**
- ✧ Emergency and exit plan. If an emergency should arise, the designated meeting place is across the street at the HUB
- ✧ NO volunteers are to be lingering on the Respite level, unless using the quiet room or visiting the dogs WITH A GUEST.
- ✧ Red carpet ONLY volunteers are NOT permitted to spend the rest of the evening in the main event space after their shift- unless assigned elsewhere- due to space/food constraints. A meal will be provided on the gym level.

Guest Interaction Tips

People First Language

We want our guests to know they are the most valuable and important people in the room. People first language aims to avoid perceived and subconscious dehumanization when discussing people with disabilities. To prevent unintentionally offending someone, we have provided a list of terms to avoid...

- Handicapped
- Retarded
- Crippled
- Deaf and Dumb
- Mentally Different
- Autistic
- Epileptic
- Diseased
- Wheelchair-bound
- Emotionally Disturbed
- A “Patient”
- A “Case” or “Client”
- Slow
- Infirm
- Unfortunate
- “Suffers from”
- “Victim of”

Offensive Phrases

Also, here are a few ways you can respectfully reword phrases:

- ✧ Instead of “a disabled person,” say “a person with disabilities”
- ✧ Instead of “a special needs person,” say “a person with special needs”
- ✧ Instead of “wheelchair-bound person,” say “a person in a wheelchair”
- ✧ Instead of “autistic person,” say “a person with autism”

The key thing to remember is to **put the person first**. *They are not their disability*; they are first and foremost a child of God and a person with feelings and emotions just like you.

Wheelchair and Limited Mobility Tips

- ✧ For those independent in using their chairs, always ask if they want help; do not just start pushing their chair without permission.
- ✧ Be careful in crowded hallways - allow extra time to transition.
- ✧ Gently take hold of an arm during transition.
- ✧ If a conversation lasts more than a few minutes and it is possible to do so, sit down in order to share eye level. It is uncomfortable for a seated person to look straight up for a long time.

General Tips for Communicating

- ✧ When offering assistance to a person with a disability, **wait until your help is accepted** and then ask how you can best assist them.
- ✧ Address them just as you would any other person.
- ✧ It is acceptable to offer a handshake during introductions even if the other person has limited mobility in their hand or an artificial limb.
- ✧ Do not alter your voice or speak in a simplified, childish manner.
- ✧ If an interpreter is present, speak directly to the person and not their interpreter.

General Interaction

- ✧ Do not lean on anyone's wheelchair.
- ✧ Do not interact with service animals without asking first.
- ✧ If the person with whom you are speaking has a visual disability, make sure you identify yourself and any people who may be accompanying you.
- ✧ Be patient if the person with whom you are speaking has trouble understanding you. Do not get frustrated or raise your voice in an unpleasant way.
- ✧ When asking a question, give a wait time for an answer of at least 5 seconds before repeating/rephrasing the question.

Food Tips

- ✧ Be VERY aware of special diets and food restrictions/allergies. Guests with food allergy/food preparation needs will have **bright yellow nametags** with specific details listed on the reverse.
- ✧ Make sure to connect with parent/caretaker and/or reference guest's registration sheet to make sure their dietary needs are taken care of.
- ✧ Be aware of guests needing low-sugar or gluten free options, as well as any allergies.
- ✧ For guests that need food pureed or chopped, buddies will bring the plate of food the guest has selected to the kitchen and the kitchen staff will prepare it in the requested manner.

Volunteer Teams

- ✧ Volunteer Check-in
- ✧ Set-Up/Tear Down
- ✧ Parking
- ✧ Red Carpet
- ✧ Guest Check-in
- ✧ Buddy
- ✧ Crowning Team
- ✧ Limo Team
- ✧ Favor Distribution
- ✧ Therapy Dogs
- ✧ Media
- ✧ Respite Floor
- ✧ Floral Distribution
- ✧ Coat Check
- ✧ Hair & Make Up Check In
- ✧ Hair & Make-Up
- ✧ Food Service
- ✧ Photo Booth
- ✧ Karaoke
- ✧ Quiet Room
- ✧ Safety/Security
- ✧ Local Law Enforcement
- ✧ Medical

Volunteer Roles

Set-Up Team Arrive at the designated time and execute event set-up and decorating. Wednesday evening set up may involve more lifting. Thursday set up involves decorating and details.

Guest Registration Team Warmly greet guests. Find their name tag and then direct and then to the Floral Team. *Check-in will be outside in a heated tent this year!

Floral Team Help with presenting/pinning on corsages/boutonnieres to the guests. Direct Guests to the church. *Floral Team will be outside in a heated tent this year!

Parking Lot Escort Assist guests as they exit vehicles and escort them to the registration entrance. Be available as guests return to their vehicles following the event.

Parking Team Maintain a parking pattern and direct traffic for easy vehicle entry and exit. Maintain open fire and emergency lanes. Vests and handwarmers will be provided.

Volunteer Roles

Volunteer Check-In Team Greet volunteers as they check in at the gym, give them their name badges and direct them to their location.

Food Prep Team Assist caterer with unloading food, additional food preparation and set-up food and beverages in the main event space and in the respite room space.

Red Carpet Team Assist guests (if needed) as they make their way down the red carpet, manage flow of traffic and cheer them on to make them feel welcomed.

****Watch for gesture if “quiet cheering” is needed.**

Dance Floor Team Monitor the dance floor and perimeter to make sure there are no “wallflowers”. Invite them to dance and engage with them. Hand out props!

Crowning Team Present each guest with his/her crown or tiara before they begin their walk down the red carpet.

Volunteer Roles

Photo Booth Team Encourage guests to participate in the photo booth. Help to maintain a fun atmosphere and choose props while waiting.

Respite Room Team Love on the parents/caretakers by serving food, spending time getting to know them and being available to pray with them.

Dog Therapy Team Certified therapy dogs and their handlers, part of Comfort Caring Canines, will be available for our guests and caregivers on the 1st floor

Limo Team Help guests by opening doors and escorting them to and from the limo. Make sure each vehicle is full on each trip. 6:30-7:15 (last group departs at 7:15) and 7:45-9. *Volunteers are NOT expected to perform w/c transfers.

Coat Check Team Hang guest coats on the pre numbered hanger that corresponds with the # on guest's name tag. As guests leave, retrieve coats, using the corresponding #.

Volunteer Roles

Hair/Make Up Check In Check in guests with hair/make up appointments inside the main entrance. Once checked in, escort queens downstairs to the glam area and males outside to the mobile barber truck. **Please arrive by 4:15**

Hair, Make-Up Team Arrive at the designated time (**be set up and ready by 4:30**) and assist set-up team with the salon area. Welcome each guest to a salon station for hair and makeup. Chat with them while you pamper them and make them feel important. PROFESSIONAL hair/make up experience req'd.

Kitchen Crew Wash dishes and assist the kitchen supervisor with keeping the kitchen tidy. (casual wear is acceptable)

Food Service Team Serve food to guests in main event space, Respite area (parents, caretakers or family members) and butler hor'doeuvres. Be knowledgeable about the items and assist guests in finding what they would like (especially if they have dietary restriction or allergies) and refill food warmers, drinks and snacks.

Volunteer Roles

Quiet Room Team Spend time with guests who may have become over stimulated on the dance floor or in other areas of the prom. Interact with them by singing, participating in sensory activities or simply providing them with some quiet time.

Safety/Security Team Members of this team will be posted at every stairwell, as well as entry/exit door, making sure exits are secured and all areas remain wheelchair accessible. A member of this team will accompany guests/buddies during elevator use.

Karaoke Team Help guests choose a song from a predetermined list. Begin at 4:45 (to entertain guests who arrived early for glam appts until the red carpet opens at 5:45). The last song before crowning starts at 7:15 and then resume at 7:45ish-9.

Medical Team (please wear professional attire) Assist guests by providing basic first aid and care for any medical/toileting needs or emergencies. Members of the medical team are to be positioned outside of restrooms on both the 1st and 2nd floor.

Volunteer Roles

Favor Distribution Team Set up gifts at the front entrance and distribute them as guests leave through the front entrance.

Tear Down Team Take down decorations, tables, chairs, etc. and clean up the event space. The majority of the tear down will occur Saturday morning from 9-12 (donuts provided), with the exception of Respite floor, which will be Friday night (pizza provided).

Buddy Team Accompany and assist assigned guest throughout the evening, providing companionship and any assistance they may need during the event. Sit with guest at dinner and engage them in conversation.

If you are a buddy for a specific guest that has been pre arranged during the initial registration/sign up, you will check in at the gym level unless arriving with your guest. If meeting your guest at the event, please wait closer to the doors in the back of the sanctuary and listen closely for your name to be called. Male buddies will be paired with male guests (with a few exceptions) and vice versa.

Information for Buddy Team

- ✧ **NEVER** leave your honored guest during the evening. Buddies eat with the guests in the main event space.
- ✧ There is no specific timeline for the events of the evening, with the exception of the crowning ceremony at 7:30. Ask your guest what they would like to do, allowing them to pick from 2 choices at a time [ex. limo ride or karaoke?]
- ✧ If you have any medical issues, no matter how minor, please notify a team leader nearby and they will seek a medical team member for you. Team leaders will have bold color lanyards and walkie talkies.
- ✧ As the event begins to wrap up (around 8:45), take your guest to reconnect them with their parent/caretaker in the lobby and help them retrieve their prom favors and any other belongings. Some caregivers may pick up their guests as early as 8pm. Caregiver's name and phone number are on the guest's name tag, as well as # ID.
- ✧ Ask several times throughout the evening if your guest needs to use the restroom. Know that it is NOT your responsibility to assist a guest in the bathroom. Medical Team members will be stationed outside of each restroom. Contact the parent/caretaker if additional assistance is needed.
- ✧ Encourage your guest to take frequent water breaks throughout the evening to stay hydrated.
- ✧ For guests with severe special needs, know that their parent/caretaker may stay with you to assist.

Preventing & Handling Uncomfortable Situations

- ✧ If you find yourself in an uncomfortable situation, do not be afraid to ask for help.
- ✧ Some signs of overstimulation include: yelling, screaming, crying, extreme fidgeting, fearful looks and/or aggressive behavior. If this happens, redirect them to a quieter location and if needed, find your guest's parent, caretaker or guardian. Contact information will be on their name tags.
- ✧ Maintain your composure and speak kindly at all times.
- ✧ Never be alone with a guest- esp. in the elevator. Make sure you maintain physical boundaries and don't in any way encourage a guest to view you as their boyfriend/girlfriend.

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Final Reminders

✧ Stay in designated areas, no roaming. Unsupervised teens that have completed their volunteer shift will be directed to the gym level to wait for their parents. NO youth 12 and under permitted.

✧ Wear comfortable shoes. Trust us 😊

✧ Volunteer attire is “Sunday best” or formal with the exception of the parking/check-in (dress warm), medical (professional attire) and food service teams (attire TBD).

✧ Boutonnieres and corsages are for guests only. Crowns are for guests only.

✧ Respite services [massages, paraffin, etc.] and gifts are for caregivers only.

ALL VOLUNTEERS ARE INVITED TO ENJOY A MEAL DURING NIGHT TO SHINE!! Buddies and those volunteers serving the ENTIRE EVENING on the main event floor AND on the same team should access the main event buffet. ALL OTHER VOLUNTEERS are welcome to enjoy the buffet located at the gym level.

Final Reminders

✧ All volunteers should walk-thru the event space, if possible, and familiarize themselves with where food/activities are stationed, as well as restrooms, the Quiet Room, the Respite Area, the medical team and other important areas/teams will be located.

*Please reference the maps included at the end of the presentation.

✧ Be aware that our guests may see you as their boyfriend or girlfriend. Be careful how you dress. Give very clear cues that you are just friends- side hugs, handshakes, high fives, fist bumps, etc.

✧**Do NOT be afraid to ask for help if you are in an uncomfortable situation. Regardless of your volunteer position, please feel free to step in and help if a situation or issue arises. We are all on the same team!

✧ Don't forget to wear a smile!



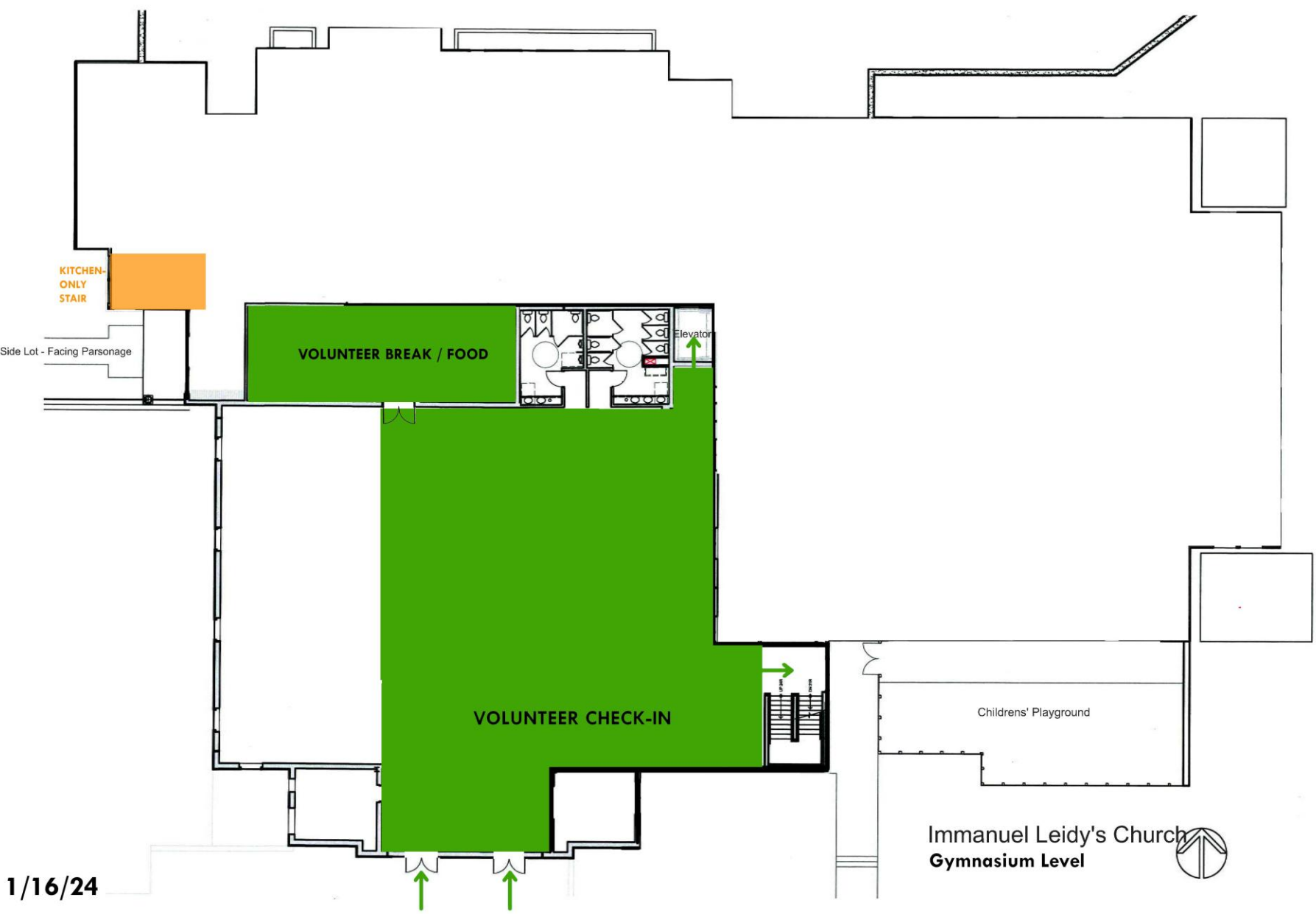
YOU are such an integral part of this evening and are helping make this event extra special for our honored kings and queens of the prom!

"...But God has so composed the body, giving greater honor to the part that lacked it, ²⁵ that there may be no division in the body, but that the members may have the same care for one another. ²⁶ If one member suffers, all suffer together; if one member is honored, all rejoice together."

1 Corinthians 12:22-26

THANK YOU!

1/16/24



Immanuel Leidy's Church
Gymnasium Level



Immanuel Leidy's Church
Education Level
1st Floor



Immanuel Leidy's Church

**GUEST
CHECK IN
TENT**

LIMOUSINES

HAIR + MAKE-UP
ENTRANCE
"RED CARPET READY"
ENTRANCE

GUEST/
RESPITE STAIR

EXIT ONLY
(CAREGIVERS)

KARAOKE

[GLAM APPT.
GUEST WAITING]

LIMO
RIDES

KITCHEN-
ONLY
STAIR

KITCHEN

CAREGIVER COATS

GUEST COATS

*END OF NIGHT:
FAVOR BAGS*

GUEST
COAT
CHECK

Check-in

Men

Ladies

Elevator

CROWNS

ANNOUNCER

PAPARAZZI
RED CARPET
PAPARAZZI

**BUDDY
WAITING
AREA**

BUFFET

DANCE FLOOR

DJ

Stage

MILKSHAKES

STEP &
REPEAT

CAREGIVERS TO RESPITE
VOLUNTEER STAIR

Immanuel Leidy's Church
Sanctuary - Office Level
2nd Floor

