



TOWN OF
QUEEN CREEK
ARIZONA

SPECIAL MEETING AGENDA

Mayor's Teen Advisory Committee

October 12, 2026 | 5:30 PM

Queen Creek Recreation & Aquatic Center

Ballroom

22343 E Ryan Road

Pursuant to A.R.S. §§ 38-431.02, notice is hereby given to the members of the Mayor's Teen Advisory Committee and the general public that the Mayor's Teen Advisory Committee will hold a meeting at the date and time noted above. The Mayor's Teen Advisory Committee and staff may participate in the meeting in person, telephonically, or electronically. The presiding officer may modify the order of Agenda Items and/or address items in a sequence deemed appropriate. Physical access to the meeting space will be available 15-minutes prior to the meeting start time.

Accessibility: The Town of Queen Creek is committed to making its public meetings accessible to individuals with disabilities. For special accommodations, please contact the Town Clerk's Office at 480-358-3000 / TownClerk@QueenCreekAZ.gov or the Arizona Relay Service at 7-1-1 at least 72-hours prior to the meeting.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ITEMS FOR DISCUSSION**
 - A. Presentation of the Teen Fall Fest final event plan.
- 4. ADJOURNMENT**

Teen Fall Fest

Event Logistics + Operations Overview

Saturday, October 17, 2026

5:00–9:00 PM • Frontier Family Park

Teen-focused event | Ages 13–17

STAGE

VENDORS

HAUNTED MAZE

FOOD + ACTIVITIES

Event at a Glance

What guests will experience throughout the evening.

Live Music

4 band sets on the event stage

Teen Vendor Market

Teen-run booths selling products and services

Haunted Maze

Walk-through before sunset; scare mode after sunset

Food Trucks

Meal, dessert, and beverage options

Photo Ops

4 themed photo opportunities

Lawn Games

Casual drop-in activities between sets

Staffing Schedule + Coverage

Current working schedule for setup, event operations, and breakdown.

All Day

Mackenzzy • Christian • Crew • Shayla

Lead setup, event operations, and breakdown.

9:00 AM–2:00 PM

Noah + Bella

Morning setup support.

TBD

Cameron + Aleeya

Special Events support window to be confirmed.

2:00–10:00 PM

McKinna + Madison

Tentatively could extend to 11:00 PM for breakdown.

MTAC — 3:30 PM–10:00/11:00 PM

MTAC supports event areas throughout the evening.

Once the event begins, 1-hour breaks will be staggered in groups so members can enjoy the event and mingle with family and friends while coverage remains in place.

Day-of Operations Timeline

High-level flow from setup through breakdown.



9:00 AM	Setup begins Morning staff starts site setup and equipment placement.
2:00 PM	Afternoon crew arrives Final site setup, vendor/stage/maze prep, and checks.
3:30 PM	MTAC arrives Briefing, assignments, and final walkthrough.
4:00 PM	Vendor + performer check-in window Vendors and bands begin checking in / setting up.
5:00 PM	Event opens All guest areas open; maze starts in walk-through mode.
Sunset	Maze changes to scare mode Scare actors begin and groups are managed through the queue.
8:50 PM	Early maze breakdown begins Décor that can safely come down starts being removed.
9:00 PM	Event closes Guest programming ends; breakdown begins.
9:05–9:30 PM	All-hands maze breakdown Primary cleanup push before remaining site reset.

Check-In Process

A simple, consistent arrival process for vendors, bands, volunteers, and staff.

1. Arrive + Check In

All participants report to the designated event check-in point.

Confirm name / organization / event role.

2. Verify + Direct

Vendor: verify registration and booth assignment.

Band: verify band name, set time, and stage arrival.

Staff/MTAC: confirm assignment and break group.

3. Send to Area

Give any final instructions.

Direct them to booth, stage holding area, maze, or staff station.

Check-In Materials

Master vendor list + booth assignments

Band schedule + contacts

Staff / MTAC assignment sheet

Pens, tape, radios/phones, extra copies of event map

Still to Finalize

Exact check-in location

Who owns the check-in table at each time

Where late arrivals should report

Food Trucks

Space to plug in final vendors and day-of notes.

MEAL TRUCK

Type vendor name here

Arrival / setup time

Power / site needs

DESSERT

Type vendor name here

Arrival / setup time

Power / site needs

BEVERAGE

Type vendor name here

Arrival / setup time

Power / site needs

Food Truck Notes

Keep food truck lanes clear, confirm MCHD/event requirements, and make sure guest lines do not block main pathways.

Teen Vendor Market

Final vendor list can be added here before the staff meeting.

Market Basics

Target: 11–15 booths
No food sales in teen vendor area
Vendors keep 100% of sales

Required Before Event

CivicRec registration + waiver
Teen application / Google Form
Assigned booth location

Day-of Setup

Check in → verify → direct to assigned booth
Keep aisles and guest flow clear

Vendor 1: _____

Vendor 2: _____

Vendor 3: _____

Vendor 4: _____

Vendor 5: _____

Vendor 6: _____

Vendor 7: _____

Vendor 8: _____

Vendor 9: _____

Vendor 10:

Vendor 11:

Vendor 12:

Stage Schedule + Bands

The opening 40-minute block is split into two 20-minute sets, followed by three 40-minute band sets.

5:00–5:20 PM

Performer 1

5:20–5:40 PM

Performer 2

6:00–6:40 PM

Band 3

7:00–7:40 PM

Band 4

8:00–8:40 PM

Band 5

Band Arrival + Transition

Bands are asked to arrive at least 1 hour before their set.
Keep the next band staged and ready before the current set ends.
Use transition time for quick equipment changeover and sound checks.

Sound + Equipment

School of Rock assists with sound and is bringing a drum kit.
Town has a few microphones, mic stands, and extra cables.
Family-friendly set lists are reviewed in advance.

Band Details

Add final band names and set placement as confirmations are completed.

Confirmed Band: Say it Back

Zoom coordination preferred.

Members available after 4 PM.

Set list includes covers plus original songs: DNR and Sooner.

Final assigned performance block: _____

School of Rock

Providing 2–3 additional bands.

Helping with sound support.

Bringing drum kit.

Also participating with a vendor space and promotion.

Performer 1 / 5:00–5:20

Performer 2 / 5:20–5:40

Band 3 / 6:00–6:40

Band 4 / 7:00–7:40

Band 5 / 8:00–8:40

Haunted Maze Operations

The maze changes format once it gets dark.

5:00 PM → Sunset | Walk-Through

Open walk-through experience.
No scare actors actively jumping guests.
Lower-intensity option before dark.

Sunset → 9:00 PM | Scare Mode

4–7 scare actors.
Groups released approximately every 10 minutes.
Allow actors time to reset between groups.

Queue / Entry

Manage group size
Set expectations
Keep line moving

Inside Maze

Stay in assigned zones
No unsafe contact
Flag issues immediately

Exit

Move guests out cleanly
Prevent bottlenecks
Reset for next group

Guest Experience Areas

Programming that keeps the event active between performances.

Photo Ops

4 themed photo opportunities

Lawn Games

Drop-in activities throughout event

Vendor Market

Shopping + teen-run services

Food Trucks

Meal, dessert + beverage options

Operational Goal

Keep guest movement balanced across the site. If one area is quiet, direct teens toward the next band set, maze, food, photo ops, or vendor market.

Event Area Responsibilities

Use this as the working assignment structure for staff and volunteers.

Event Leads

Overall decisions, timing, escalations

Check-In

Staff / vendors / bands / MTAC arrivals

Stage + Bands

Performer flow, transitions, sound

Vendor Market

Check-in, booth support, pathways

Haunted Maze

Queue, actors, guest flow, safety

Guest Experience

Photo ops, games, directions, engagement

Items to Finalize Before Event Day

Use this slide as the final operations checklist.

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Final food truck names + arrival/setup needs

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Final teen vendor list + booth assignments

☐

Exact check-in location + check-in staffing

☐

Final band names + stage order

☐

Cameron + Aleeya schedule

☐

Final MTAC/staff area assignments

☐

Break groups and break timing

☐

Final event map / site placements

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Weather / contingency plan

☐

Post-event breakdown assignments



TOWN OF QUEEN CREEK

MAYOR'S TEEN ADVISORY COMMITTEE

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18. Haunted House Program Plan
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Fall Festival

MTAC Program Plan

Hosted By: Mayor's Teen Advisory Committee (MTAC)

Date: October 17, 2026

Time: 5:00 p.m. – 9:00 p.m.

Location: Frontier Family Park – Corporate Ramadas, Basketball Courts, Sand Volleyball Courts & Adjacent Open Grass Area

Target Age: Teens (13–19)

Program Type: Teen Fall Festival / Community Social Event

Estimated Attendance: 150–300 participants

Program Overview

MTAC's Fall Festival is a large-scale outdoor teen fall festival hosted by MTAC and designed to transform the corporate ramadas, basketball courts, and lawns at Frontier Family Park into an immersive Halloween-themed social experience for teens within the community.

The event combines live music, pop-up shopping, lawn games, food trucks, interactive photo opportunities, and a large-scale spooky maze attraction to create a high-energy and visually engaging teen event.

The event also serves as an opportunity for MTAC members to assist with event planning, community engagement, event operations, leadership development, and peer connection while activating multiple outdoor park spaces.

MTAC Involvement & Leadership Opportunities

MTAC Members Will Assist With:

- Event setup and breakdown
- Greeting and wayfinding
- Photo op management
- Vendor support/check-in
- Glow volleyball reffing
- Activity engagement
- Crowd interaction
- Social media/photo content

- Maze operations support
- Volleyball/game facilitation

Event Layout & Activation Zones:

1. Corporate Ramadas – Main Seating, Food & Haunted maze Queue

Purpose:

The Corporate Ramadas will serve as the event's primary gathering space, giving guests a comfortable place to relax, eat, and socialize while also functioning as the designated queue area for the Haunted House entrance.

This area is intended to provide:

- Seating and dining space
- Social gathering area
- Haunted House queue line
- Event information/check-in
- Relaxation space between activities

Features:

- Food truck seating overflow
- Picnic table seating
- Lounge seating areas
- Haunted House queue entrance with themed stanchions/signage
- LED lanterns and glow décor
- String lighting throughout the ramadas
- Yard games around the perimeter
- MTAC information/check-in table
- Water station
- Trash and recycling stations

2. Pop-Up Shopping Alley – Grass Area Between Ramada and Basketball Courts

Purpose:

Create a teen-focused spooky night market atmosphere.

Vendors will line the grass area to create a walkthrough shopping experience integrated into the event flow.

Vendor Types:

- Jewelry
- Vintage clothing
- Handmade crafts
- Accessories
- Croc charms
- Stickers
- Candles
- Art prints
- Sweet treat vendors

Layout Features:

- 10x10 vendor spaces
 - Decorative lighting
 - Walking lanes between booths
-

3. Live Music Zone – Basketball Court Next to Pickleball Courts

Purpose:

Primary entertainment and social energy zone.

This area will serve as the central entertainment hub connecting the major activity spaces throughout the event.

Features:

- Portable stage or DJ setup
- Open dance space
- LED lighting effects
- Glow accessories
- Lounge seating pockets
- Standing tables
- Crowd interaction game

Activities:

- Live music performances
- DJ sets
- Dance contests
- Crowd games
- Giveaways
- Audience participation moments

MTAC Role:

- Assist with giveaways
 - Crowd engagement
 - Glow item distribution
 - Social media/photo content
 - General event interaction
-

4.Grass Area Between Vendors and Lake

Purpose:

Main Halloween attraction and event centerpiece.

The grass area will be transformed into a large-scale walk-through spooky maze with immersive décor, lighting, sound effects, and themed environments.

Maze Features:

- Pipe and drape maze walls
- Black tarps
- LED/flicker lighting
- Fog machines
- Sound effects/music
- Interactive themed rooms
- Jump scare moments
- Queue line setup

Theme:

- Haunted Corn Maze

Safety Measures:

- Clearly marked exits
- No-touch policy
- Staff positioned throughout maze
- Occupancy monitoring
- Emergency lighting
- Controlled entry and exit points

MTAC Role:

- Queue line support
 - Guest flow assistance
 - Maze entry/exit monitoring
 - Actor support (if desired)
 -
-

5. Photo Opportunity and Games – Basketball Court Between Vendors and Stage

Purpose:

Provide interactive and visually engaging experiences throughout the event.

The basketball court will be set up with yard games, and photo spots in between the game areas.

Photo Op Concepts:

- Neon “Spookapalooza” sign
- Hay bale lounge
- Skeleton selfie station
- Hanging lantern ramada

MTAC Role:

- Assist guests with photos
 - Encourage social media engagement
 - Monitor lines and props
-

6. Food Truck Zone – Sidewalk in Between the Parking Lot and the Haunted Maze

Purpose:

Provide food and beverage service options for attendees.

Vendors:

- 3 food trucks total
- Combination of savory and dessert options

Suggested Vendor Mix:

- Burgers/fries
 - Tacos/street food
 - Dessert/lemonade/snack truck
-

7. Event Operations Tent – Ramada Behind the Basketball Courts

Purpose:

Serve as the event's central operations and support area for staff while providing guest assistance and vendor outreach throughout the event.

This area will provide:

- Event information and guest assistance
- Lost & Found
- First aid and emergency supplies
- Event operations support
- Vendor outreach and recruitment

Features:

- Event information table
- Lost & Found station
- First aid kits
- Event site box and operational supplies
- Staff check-in/communication area
- Vendor interest sign-up sheet for businesses interested in participating in future events
- Event maps and schedules
- Staff water and supply storage

Staffing Plan

Teen Programs:

- 2 Event Lead
- 2 Teen Programs staff
- 2 SPEV staff
- MTAC support

MTAC Members

- Event support throughout all zones
- Rotating assignments
- Crowd engagement
- Operations support

Additional Support Recommended

- Site Supervisors
 - Park Rangers
 - Maintenance support
 - Custodial support
 - Volunteers/scare actors
-

Event Timeline:

8:00 a.m. – 3:00 p.m.

- Major setup begins
- Maze construction
- Lighting setup
- Vendor area setup
- Ramada setup
- Table/chair placement

3:00 p.m. – 4:30 p.m.

- Vendor arrivals/check-in
- Food truck arrivals
- Sound checks
- MTAC briefing
- Final walkthroughs

4:30 p.m.

- Staff and MTAC members move into positions
- Lighting activated
- Background music begins

5:00 p.m.

EVENT BEGINS!!!

5:30 p.m.

- Live entertainment begins
- Maze officially opens

6:30 p.m.

- Peak attendance expected
- Maze pushed

8:45 p.m.

- Final maze entry
- Begin shutdown announcements

9:00 p.m.

EVENT END!!

9:00 p.m. – 10:30 p.m.

- Breakdown and cleanup
 - Vendor load-out
 - Trash sweep
 - Equipment return
-

Goals of Event!

- Provide a safe and engaging social event for teens
- Increase community awareness of MTAC
- Encourage teen leadership and involvement
- Create a memorable seasonal event experience
- Activate outdoor park spaces
- Support local vendors and performers
- Foster positive peer interaction and community connection

-Teen Fall Fest Staffing Plan

Event Leads

Mackenzy – Event Lead

Primary Role: Overall event oversight and coordination

Responsibilities:

- Oversee overall event setup and ensure all major event areas are progressing according to plan.
- Serve as a primary point of contact for staff, vendors, volunteers, MTAC members, and other event partners.
- Assist with setup throughout the event site wherever additional support is needed.
- Troubleshoot operational issues and make adjustments as needed.
- Confirm key event components are ready prior to opening.
- Support vendor operations and check-in if additional assistance is needed.
- Monitor the overall event flow throughout the evening.
- Coordinate with Christian and other staff leads regarding staffing needs or changes.
- Assist with closing procedures, breakdown, and final site checks.

Christian – Event Lead

Primary Role: Teen program and event operations oversight

Responsibilities:

- Work alongside Mackenzy to oversee overall event setup and event-day operations.
- Coordinate Teen Programs staff, MTAC members, volunteers, and scare actors as needed.
- Help ensure assigned setup projects are completed before the event begins.
- Serve as a resource for staff needing direction or additional assistance.
- Monitor teen-focused activities and event areas throughout the evening.
- Support the haunted maze/scare actor operation and assist with any staffing adjustments.

- Assist with troubleshooting and responding to operational needs throughout the event.
 - Support breakdown and closing procedures.
-

Teen Programs Staff

Shayla + Crew

Primary Role: Setup operations and vendor coordination

Setup Responsibilities

- Take the lead on specific setup assignments delegated by Mackenzy and Christian.
- Coordinate completion of assigned event areas and communicate when areas are ready.
- Help direct MTAC members and volunteers working on assigned setup projects.
- Ensure supplies, signage, tables, equipment, and activity materials are placed correctly.
- Report missing supplies, setup concerns, or layout conflicts to the Event Leads.

Vendor Check-In

- Serve as the primary staff responsible for vendor check-in.
- Welcome vendors as they arrive and confirm their assigned location.
- Direct vendors to their booth/truck spaces.
- Help vendors understand where unloading, setup, restrooms, and event resources are located.
- Confirm vendors are positioned within their assigned footprint.
- Communicate vendor questions or significant setup concerns to Mackenzy or Christian.
- Track vendor arrivals and identify any vendors who have not checked in by the expected time.

During the Event

- Check in periodically with vendors.
- Assist with teen activity areas and general event operations as needed.

- Help address minor vendor or participant questions before escalating concerns to an Event Lead.
 - Support transitions or staffing needs throughout the event.
-

Special Events Staff

Aleeya – Special Events Staff / Event MC

Primary Role: Event layout support and event announcements

Setup Responsibilities

- Assist with checking event layouts during setup.
- Confirm booths, activity areas, entertainment spaces, and other event elements are placed according to the event layout.
- Identify spacing, access, or placement concerns and communicate them to the Event Leads.
- Assist with final walkthroughs before the event opens.

MC Responsibilities

- Serve as the primary MC throughout Teen Fall Fest.
- Welcome attendees and provide opening announcements.
- Introduce bands, activities, or scheduled entertainment as needed.
- Make event announcements throughout the evening.
- Promote activities, vendors, haunted maze operations, and other event features.
- Provide timing reminders and transition announcements when necessary.
- Make closing announcements toward the end of the event.

During the Event

- Assist Special Events operations when not actively making announcements.
 - Monitor event flow and communicate operational concerns to Mackenzy and Christian.
 - Help with participant questions and event information.
-

Cameron – Special Events Staff

Primary Role: Layout, event site, and operational support

Setup Responsibilities

- Assist Aleeya with reviewing the event layout.
- Verify that event components are positioned correctly.
- Help check spacing between vendors, activity areas, entertainment spaces, and pedestrian pathways.
- Assist with signage placement and other Special Events setup needs.
- Complete a final walkthrough with the Event Leads before opening.

During the Event

- Monitor the event footprint and assist with general event operations.
- Help identify and correct layout, crowd flow, or access concerns.
- Provide additional coverage where staffing support is needed.
- Assist vendors, participants, and other staff with basic event questions.
- Support Aleeya when MC responsibilities require her to step away from other Special Events duties.

MTAC Members

Primary Role: Event support and teen engagement

Responsibilities:

- Assist with designated setup assignments.
- Support activity areas, lawn games, photo opportunities, or other Teen Fall Fest features.
- Help welcome and engage teen participants.
- Direct guests to different event areas when needed.
- Assist staff with maintaining activity areas throughout the evening.
- Help with cleanup, breakdown, and returning supplies at the end of the event.

MTAC members should report primarily to **Christian and Teen Programs staff** for assignments unless otherwise directed.

Volunteers

Primary Role: Supplemental event support

Responsibilities may include:

- Setup and breakdown.
- Decorating.
- Activity support.
- Guest direction.
- Maintaining event areas.
- Restocking supplies.
- Supporting haunted maze operations.
- Assisting with cleanup.

Volunteers should be given a specific assignment and staff point of contact when they check in.

Scare Actors

Primary Role: Haunted maze operations

Responsibilities:

- Check in with the designated haunted maze lead prior to beginning their shift.
 - Receive their assigned location, character, or scare area.
 - Stay within their designated area unless reassigned.
 - Follow all event and haunted maze safety expectations.
 - Maintain appropriate interactions with participants.
 - Communicate any safety concerns or operational issues immediately to staff.
 - Assist with resetting their area as needed throughout the evening.
-

Staff Communication & Chain of Command

Overall Event Leads:

Mackenzy + Christian

Teen Programs / Vendor Operations:

Shayla + Crew

Special Events / Layout Operations:

Aleeya + Cameron

Event MC:

Aleeya

MTAC / Volunteer Support:

Christian + Teen Programs Staff

Major operational decisions, emergencies, vendor issues, or significant event changes should be communicated directly to Mackenzy or Christian.

Event-Day Staffing Flow

Prior to Opening

- Mackenzy + Christian: Overall site oversight and troubleshooting.
- Shayla + Teen Programs Staff: Assigned setup areas and vendor check-in.
- Aleeya + Cameron: Layout checks and final site walkthrough.
- MTAC + Volunteers: Assigned setup projects.
- Scare Actors: Haunted maze check-in, placement, and preparation.

During the Event

- Mackenzy + Christian: Circulate throughout the event and oversee overall operations.

- Shayla + Teen Programs Staff: Vendor support and teen activity/event operations.
- Aleeya: MC duties and announcements.
- Cameron: Event site monitoring and Special Events support.
- MTAC Members: Activity and guest engagement support.
- Volunteers: Assigned operational support.
- Scare Actors: Haunted maze operations.

Event Closing

- Aleeya: Closing announcements.
- Mackenzy + Christian: Coordinate shutdown and breakdown.
- Teen Programs Staff: Vendor checkout/support and assigned cleanup.
- Special Events Staff: Check event footprint and assist with breakdown.
- MTAC + Volunteers: Cleanup and equipment/supply return.
- Staff complete a final walkthrough before leaving the event site.

Teen Fall Fest Assignments

Name:	Day:	Time of Day:	Area:	Duties:
Mackenzzy	Friday	Afternoon	Haunted maze	Move sand bags to ramadas
	Friday	Afternoon	Haunted maze	Bring extra sand bags to staging area
	Saturday	Morning	Stage	Bring stage out from storage if not done night before and start setting up stage
	Saturday	Morning	Barricades	Start dropping barricades in areas
	Saturday	Morning	Signage	Make sure signage has been dropped in correct spots
	Saturday	Midday	Haunted maze	Start running electrical in haunted house
	Saturday	Midday	Haunted maze	Start decorating haunted maze
	Saturday	Midday	Haunted maze	Go over scare actor plan and rules with MTAC/volunteers working event
	Saturday	Evening	Haunted maze	Make sure dry ice machine and fog machines and lighting is working
	Saturday	Evening	Haunted maze	Start makeup for scare actors and give them maze assignments
	Saturday	Evening	Vendors	Check with vendors make sure they do not need anything from us
	Saturday	Evening	Food trucks	Make sure food truck vendors are all set
	Saturday	Evening	Food trucks	Make sure the health department is okay with food trucks etc.
	Saturday	Evening	Entire Event	Roaming and checking areas making sure vendors and food trucks are good and supporting MTAC
Christian	Saturday	Morning	Stage	Help set up stage and make sure everything is secure
	Saturday	Morning	Stage	Set up the sound system for event test equipment etc.
	Saturday	Morning	Stage	Oversee barricades being set up and tables and chairs backstage

	Saturday	Midday	Haunted maze	Help set electrical in maze and test
	Saturday	Midday	Haunted maze	Help decorate haunted maze
	Saturday	Midday	MTAC	Brief MTAC on specific areas and make sure they are set for the event
	Saturday	Midday	Entire event	Walkthrough make sure everything looks good
	Saturday	Evening	MTAC	Make sure MTAC are in assigned areas and ready to rock and roll
	Saturday	Evening	Entire event	Roam event and support MC schedule
Shayla	Friday	Afternoon	Haunted maze	Move sand bags to ramadas
	Friday	Afternoon	Haunted maze	Bring extra sand bags to staging area
	Saturday	Morning	Stage	Bring stage out from storage if not done night before and start setting up stage
	Saturday	Morning	Signage	Drop signage in correct spots
	Saturday	Morning	Barricades	Help move barricades to correct spots
	Saturday	Midday	Haunted maze	Help with haunted maze set up
	Saturday	Evening	Vendors	Oversee vendor checkin and communicate any needs to MM or CC
	Saturday	Evening	MTAC	Go over duties with MM for MTAC
	Saturday	Evening	Haunted maze	Roam maze and support scare actors
	Saturday	Evening	Haunted Maze	Assist MM with scare actors makeup
	Saturday	Evening	Haunted maze	Oversee transition from maze walk through to including scare actors
Crew	Saturday	Morning	Stage	Help set stage

	Saturday	Morning	Barricades	Help drop barricades
	Saturday	Morning	Signage	Help with signage if needed
	Saturday	Midday	Event tent	Distribute event tent supplies and make sure everything is set for there
	Saturday	Midday	Photo op	Set out lawn games and assist with photo op set up
	Saturday	Midday	Haunted maze	Assist with haunted maze setup
	Saturday	Evening	Vendors	Assist shayla with vendor check-in and food truck check-in
	Saturday	Evening	MTAC	Come to briefing with MTAC
	Saturday	Evening	Stage	Support stage schedule and assist bands with on and off loading
McKinna	Saturday	Midday	Photo op	Help set up photo op area
	Saturday	Midday	Entire event	Support where needed
	Saturday	Evening	Stage	Support stage schedule
	Saturday	Evening	Haunted maze	Help with scare actor makeup
	Saturday	Evening	Entire event	Roam and support where needed
Madison	Saturday	Midday	Photo op	Help set up photo op area
	Saturday	Midday	Entire event	Support where needed
	Saturday	Evening	Stage	Support stage schedule
	Saturday	Evening	Haunted maze	Help with scare actor makeup
	Saturday	Evening	Entire event	Roam and support where needed
Aleeya	Saturday	Midday	Stage	Go through sound check with MM and get script

	Saturday	Midday	Haunted maze	Support haunted maze decorating
	Saturday	Evening	Stage	Stay at stage and manage stage schedule flow
Cameron	Saturday	Midday	Event tent	Go through event tent checklist and make sure equipment is all present
	Saturday	Midday	Stage	Meet with MM and aleeya to go over stage schedule
	Saturday	Midday	Entire event	Final walk through check layout and make sure everything looks good
	Saturday	Evening	Event tent	Stationed at event tent make sure any patrons who come there are supported with sensory bin, first aid, or if they want to fill out a survey they can get a prize

Area checklist:

Item:	Qty:	Location
Food truck zone		
Barricades	15	Blocking off where the food trucks will be in the parking lot cut out north of the restrooms
Aframes	2	One on the west side of barricades facing west and one on the east side of barricades facing south (see signage map)
Stage Area		
Barricades	8	Blocking off the stage 2 on either side and 4 across the front (See barricade map)
Stage	12 (pannels)	8x24 ft set up 4 feet in front of basketball hoop
Stage railings	7	Attach to stage
Stage stairs	1	Attach to east side of stage
Tables	2	Along backside of stage
Chairs	4	With tables behind stage
Speakers	2	One on either side of stage
Aframes	2	Both will be at the west court entrance (see signage map)
Photo op area		
Hay bails	10	Pumpkin patch photo op area
Bats	1 pack	For mirrors and tinsel photo op and arches
Curtain lights	1	For tinsel photo op
Tinsel curtains	2	For tinsel curtain photo op
Back drop stand	1	For tinsel curtain photo op
Sand bags	2	For tinsel curtain photo op

Mirrors	3	For mirror selfie photo op
MTAC letter	4	For pumpkin patch photo op
Fall Festival ballon	1	For pumpkin patch photo op
Arches	3	For orange white and black photo op
Sand bag	4	For 3 arches photo op
Arch covers	3	One orange one white one black
Cornhole	4 boards	In the photo op area
Connect 4	1	In photo op area
Tetris	1	In photo op area
Aframes	2	On the east and west side of center court (see signage map)
Vendor area		
Spray paint markers	15	Do on Friday before
Aframes	2	One on the north side of vendor row and one on the south side (see signage map)
MTAC tent	1	R1
MTAC table cloth	1	R1
Flyers		R1
Table	1	R1
Chairs	2	R1
LPL tent	1	L2
LPL table cloth	1	L2
Flyers		L2
Table	1	L2
Chairs	2	L2
Sand bags	8 (maybe more depending on	LPL and MTAC tent

	vendors)	
Haunted Maze		
Barricades	11	1 in front of opening of staging area 2 at the exit 8 at the entrance (See barricade map)
Aframes	2	One at the entrance and one at the exit
Stanchion signage	2	One at the entrance and one at the exit
Sand bags	84	May not use all of them (will see day of)
Light bars (corded)	4	(see haunted house layout)
Light bars (uncorded)	10	(see haunted house layout)
Animatronics	4	(see haunted house layout)
Big fog machine	1	Staging area
Small fog machines	6	(see haunted house layout)
Fog juice	10	Staging area
Strobe lights	20	(see haunted house layout)
3000 generators	2	Staging area
Solar generators	5	(see haunted house layout)
Hay bails	10	(see haunted house layout)
Body dummies	4	(see haunted house layout)
cobwebs	10 bags	(see haunted house layout)
Caution tape	5	(see haunted house layout)
Electrical cord covers	20	Staging area
Event tent		
First Aid Kit	1	Event tent
Sensory bins	2	Event tent
Survey scan codes	2	Event tent
Site box	1	Event tent
Survey prizes	4 bags	Event tent

Radios	6	Event tent
Event folders	20	Event tent
Electrical cord bin	1	Event tent
A frames	4	(See signage map)

Supply List

Item:	QTY:	Owner:
Stage	12 pannels	Rec ops
Speakers	2	Rec ops
Stage stairs	1	Rec ops
Baracades	45	SPEV
Extension cord bin	1	Teens
Extension cord covers	20	SPEV
Sandbags	200	Parks
Tables	4 for sure TBD on vendors	SPEV
Chairs	8 for sure TBD on vendors	SPEV
MTAC table cloth	1	Teens
MTAC tent	1	Teens
Parks and rec table cloth	1	Teens
Parks and rec tent	1	SPEV
Generator (solar)	5	Teens/SPEV
Generator (3000)	2	SPEV
Cornhole	4 boards	SPEV
Giant Connect 4	1	SPEV
Tetris	1	SPEV
3 Tier Photo Backdrop	1	SPEV
3 tier photo booth cloths	1	SPEV
Purple sparkle curtain	2	Teens
Light curtain	1	Teens
Bats	1 pack	Teens
Backdrop stand	1	Teens

MTAC letters	4	Teens
Balloon letters (fall fest)	1	Teens
Hay bails	13	Mesa feed store
Pumpkins	5	Teens
Mirrors	3	Teens
Fencing	600 ft (42 panels)	Wilscott
Strobe lights	8	Teens
Dry Ice	25 lbs	Teens
Coolers	2	Teens
Fog machine (big)	1	Teens
Fog machine (small)	6	Teens
Animatronics	5	Teens
Halloween decor bin 1	1	Teens
Halloween decor bin 2	1	Teens
A frames	15	SPEV
Stanchion signs	2	Marketing
Signage	32	SPEV/Teens
Flyers		SPEV, Teens, SIC, Youth/adult sports, Marketing

Contact List

For emergencies, conflict, or minor injuries CALL for any questions or quick comments use RADIO
--

Mackenzy Moul	(510) - 506 - 0818
Christian Cervantes	(480) - 358 - 3722
Shayla Neill	(480) - 599 - 0108
Crew Tills	(480) - 698 - 0500
McKinna Evans	(480) - 861 - 7147
Madison Sauthoff	(480) - 586 - 7433
Aleeya Sample-Lewis	(303) - 895 - 0749

Cameron Vega	(602) - 790 - 1002
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Signage Directions

1	Live Music! Please see the event tent if audio sensitivity accommodations are needed!	Side Walk on the west basketball court facing west	Front and Back
2	Band Schedule	Side Walk on the west basketball court facing west	Front and Back
3	Event Photo Signage	Between the two basketball courts facing west-east	Front and Back
4	Event Photo Signage	Between the grass and the court facing east-west	Front and Back
5	Vendor Market	Between tents on the south end of the vendor zone facing south-north	Front and Back
6	Vendor Market	Between tents on the north end of the vendor zone facing north-south	Front and Back
7	Maze entrance	At the beginning of the barricade que of the haunted maze	Front
8	Maze exit	At the exit of the maze facing west	Front
9	Event welcome message on front an QR code on back	On the sidewalk at the west end of the food trucks welcome sign facing west QR code facing east	Front and Back
10	Food Truck zone	At gravel patch on east end of the food trucks facing north to south	Front and Back
11	Event welcome message on front an QR code on back	In front of corporate ramadas welcome facing east and QR code facing west	Front and Back
12	2 stanchion signs for maze warnings	These will go at entrance and exit of the maze	Front (disregard #12 on the signage map)
13	Bathroom arrow front pointing right back pointing left	Just before restrooms on outer side walk right arrow facing west and left arrow facing east	Front and Back
14	Event welcome message on front an QR code on back	On sidewalk just before pickleball courts welcome sign facing west and QR code facing east	Front and Back
15	Event Tent Signage	At basketball ramada facing south	Front
16	Event welcome message on front an QR code on back	Sidewalk in front of haunted house welcome facing east QR code facing west	Front and Back



Teen Vendor Check-in

This check-in certifies that the vendors were present at the 2026 MTAC Teen Fall fest Event on October 17,2026! If vendors have any questions or concerns please find and notify Mackenzy or Christian

Date:	Time:	Name:	Vendor Name:	Vendor Spot #:	Did they need equipment from us? (tables or chairs)

Teen Vendor Check-In Rules Script

Staff:

“Hi! Before we get you settled into your space, I just want to quickly go over a few rules and expectations for tonight.”

- **Electricity**
 - “The Town is **not providing electricity** to vendor booths, so your booth should be able to operate without access to power.”
- **Tents**
 - “The Town is **not providing tents**, so if you need one, you should have brought your own.”
 - “If you brought a tent, we will provide **sandbags to properly weigh it down**.”
 - “If you have signs, displays, or anything else that needs to be secured, please let us know and we can provide additional sandbags.”
 - “Please do not use stakes in the ground.”
- **Stay Within Your Booth Space**
 - “Please keep your tables, merchandise, signs, chairs, and other materials within your assigned vendor space.”
 - “Walkways, neighboring booths, and emergency access areas need to remain clear.”
- **Approved Items Only**
 - “Please only sell or display the items that were approved as part of your vendor registration.”
 - “Everything at your booth needs to remain appropriate for a family-friendly Town event.”
- **Booth Supervision**
 - “Please do not leave your booth unattended for extended periods.”
 - “You are responsible for your merchandise, money, and personal belongings throughout the event.”
- **Event Hours – IMPORTANT**
 - “The event runs until **9:00 PM**, and all vendors are required to remain set up until **9:00 PM**.”

- “You may **not begin packing up or breaking down your booth before 9:00 PM.**”
- “If you pack up or leave early without prior approval from event staff, you will be **removed from the Teen Vendor List and may not be considered for participation in future teen events.**”
- **Breakdown**
 - “At 9:00 PM, please wait until event staff gives you the okay to begin bringing vehicles into or near the vendor area.”
 - “We need to make sure guests are safely cleared before vehicles begin moving through the event space.”
- **Clean-Up**
 - “Please keep your booth area clean throughout the night.”
 - “At the end of the event, remove all trash, boxes, merchandise, and personal belongings from your space.”
 - “Any Town-provided sandbags should be **left at your booth** for staff to collect.”
- **Safety / Emergencies**
 - “If there is severe weather, an emergency, or another safety concern, please follow all directions given by Town staff.”
 - “If you need assistance with your booth at any point tonight, please find an event staff member and we will be happy to help.”

Staff Closing:

“That’s everything! We’re excited to have you here and hope you have a great night. Please interact with everyone coming through, have fun, and thank you for being part of Teen Fall Fest! Do you have any questions before we get you set up?”

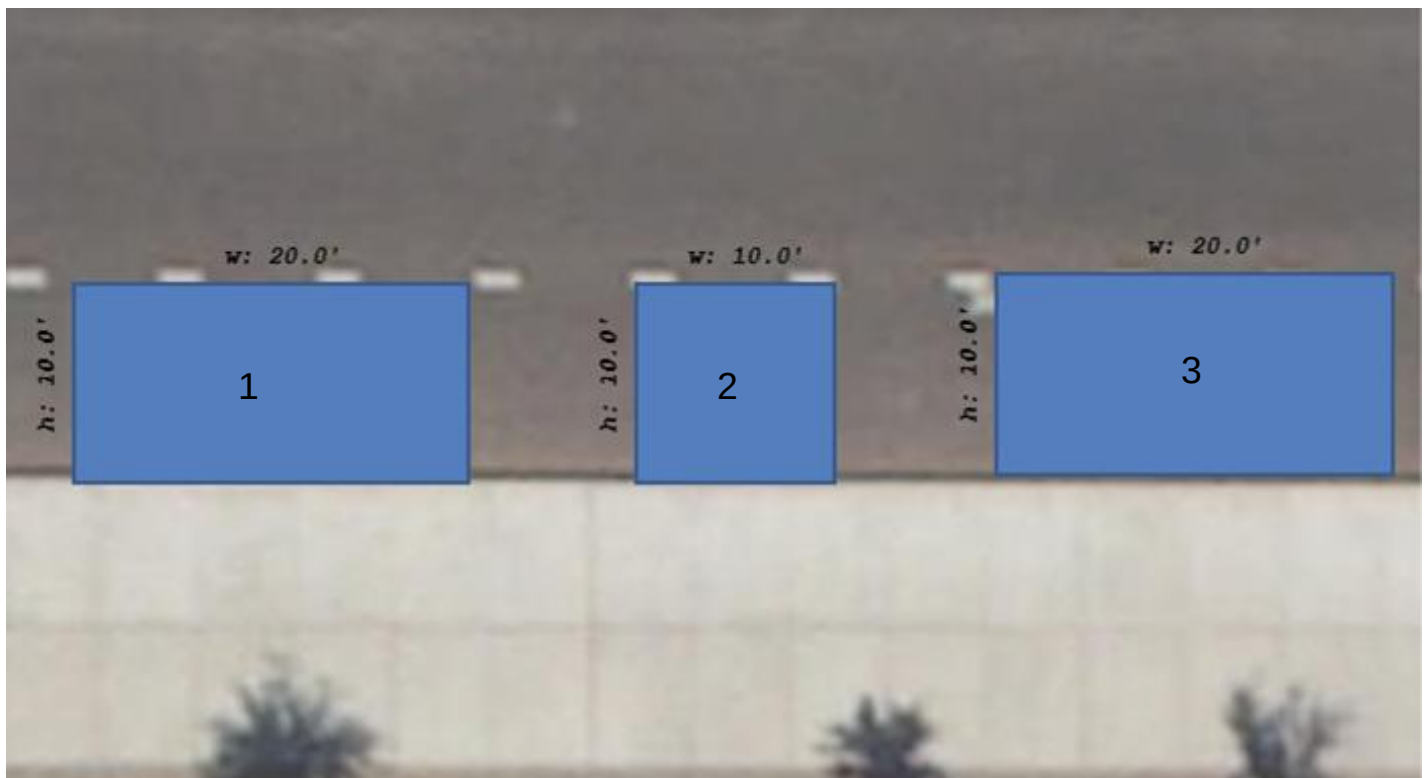


Spot #:	Vendor Name:
R1	MTAC Booth
L2	Parks and Rec Outreach Booth
R3	Val's Cozy Creations
L4	Karaline's Tinsel and Braids
R5	Nolypolyvtg
L6	Sophie Keychains
R7	Star Slimes
L8	PD Table
R9	Marina Made It
L10	School Of Rock - Queen Creek
R11	
L12	
R13	
L14	
R15	

Food Vendor Check-in

This check-in certifies that the food vendors were present at the 2026 MTAC Teen Fall fest Event on October 17, 2026! If vendors have any questions or concerns please find and notify Mackenzy or Christian

Date:	Time:	Name:	Vendor Name:	Vendor Spot #:
			Big Mama's Desserts	1
			Gypsy Cactus	2
			Joe's Comfort Kitchen	3



Band Check-In

Name of Band:	Number of Members:	Time Slot:	# of Songs:
School of Rock Band		5-5:20	
School of Rock Band		5:20-5:40	
Chops and Holds	5 members	6 - 7 p.m.	8
Say It Back	4 members	7 - 8 p.m.	10
School of Rock Band		8 - 9 p.m.	

Band Check-In Rules

- The Town is providing **speakers only**. Bands must provide all other equipment needed for their performance, including instruments, microphones, stands, cables, amps, adapters, and any other necessary items.
- Bands may only perform songs from the **set list that was submitted and approved prior to the event**.
- All music, lyrics, comments, jokes, gestures, and stage behavior must remain **family-friendly and appropriate**.
- No explicit language, sexual content, inappropriate gestures, offensive material, or other behavior unsuitable for a family event.
- Bands must follow their assigned **setup, performance, and teardown times** and be ready to clear the stage promptly for the next group.
- Follow all directions from the MC, event leads, and Town staff, including any requests to adjust volume.
- Keep cords, cases, and equipment organized and out of walkways to prevent safety hazards.
- No confetti, smoke/fog effects, open flames, pyrotechnics, or similar effects unless approved in advance.

- Bands are responsible for their own equipment and personal belongings.
- Town staff may stop a song or performance if the content or behavior does not meet event expectations.

Stage Flow Schedule

Set up time:	MC intro:	Play time:	MC outro:	Breakdown time:
4:50 - 5 pm	5 pm	5 - 5:20 pm	5:20 pm	-
-	5:20 pm	5:20 - 5:40 pm	5:40 pm	5:40 - 5:50pm
5:50 - 6 pm	6 pm	6 - 6:40 pm	6:40 pm	6:40 - 6:50 pm
6:50 - 7 pm	7 pm	7 - 7:40 pm	7:40 pm	7:40 - 7:50 pm
7:50 - 8 pm	8 pm	8 - 8:40 pm	8:40 pm	8:40 - 8:50 pm
10 min of wiggle room throughout event		MC invite Tristan (chair) and Tarini (vice chair) up for closing remarks 8:55 pm		

Band 1 School of Rock Band

Band 2 School of Rock Band

Band 3 Chops & Holds

Band 4 Say It Back

Band 5 School of Rock Band

MTAC Teen Fall Fest – MC Script

MC: Aleeya

Event: MTAC Teen Fall Fest

Date: Saturday, October 17, 2026

Event Time: 5:00–9:00 PM

Location: Frontier Family Park

5:00 PM – EVENT WELCOME + PERFORMER 1 INTRO

ALEEYA:

“Good evening, Queen Creek, and welcome to the MTAC Teen Fall Fest!

My name is Aleeya, and I’ll be your MC tonight. We are so excited to have you out here with us!

Tonight’s event is being brought to you by the Town of Queen Creek Mayor’s Teen Advisory Committee, and we have a full night planned for you with live teen music, our Haunted Maze, teen vendors, food trucks, lawn games, photo opportunities and more.

Make sure you take some time tonight to walk around and check out everything happening throughout the event.

We also want to give a special thank-you to **School of Rock** for partnering with us tonight and helping support our live music and sound. We’re so excited to have them be part of Teen Fall Fest!

[OPTIONAL SCHOOL OF ROCK PROMOTIONAL MESSAGE]

But right now, we're ready to kick off our first live performance of the night!
Queen Creek, make some noise for **[PERFORMER 1 NAME]!**"

5:00–5:20 PM

PERFORMER 1 PERFORMS

**5:20 PM – PERFORMER 1 OUTRO +
PERFORMER 2 INTRO**

ALEEYA:

"Let's hear it one more time for **[PERFORMER 1 NAME]!**"

We're keeping the music going with another performance right now, so
don't go anywhere!

Everybody make some noise and help me welcome **[PERFORMER 2
NAME]!**"

5:20–5:40 PM

PERFORMER 2 PERFORMS

**5:40 PM – PERFORMER 2 OUTRO +
VENDOR SHOUTOUT**

ALEEYA:

“Give it up one more time for **[PERFORMER 2 NAME]**!”

What a great way to start Teen Fall Fest!

While we get our next band ready, make sure you head over and check out our **Teen Vendor Area**.

We have local teens out here showcasing and selling their own products, creations and businesses tonight. Be sure to stop by, see what they have, and show them some support!

We’ll have more live music coming your way at 6:00, so stick around!”

5:40–5:50 PM

Opening Performers Breakdown / Stage Reset

5:50 PM – SUNSET / HAUNTED MAZE ANNOUNCEMENT

ALEEYA:

“Alright, Teen Fall Fest — the sun is officially going down, which means things are about to get a little spooky around here!

Our **Haunted Maze now has live scare actors inside!**

So if you’ve been waiting for the full Haunted Maze experience, now is the time to head over and check it out.

Enter if you dare, and keep in mind — you never know what might be waiting around the next corner!”

FOOD TRUCK REMINDER

“And if getting scared works up an appetite, make sure you check out our food trucks tonight!

We have **three different options** for you — a drink truck serving specialty drinks and dirty sodas, a dessert truck for something sweet, and a meal truck if you’re ready for dinner.

Make sure you stop by and support them throughout the night!”

SCHOOL OF ROCK SHOUTOUT

“And while we’re getting our next band ready, another huge thank-you to **School of Rock** for helping us with our sound and live music tonight. Their team has been a huge help in making our stage possible!”

[OPTIONAL SCHOOL OF ROCK PROMOTIONAL MESSAGE]

5:50–6:00 PM

Band 3 Setup

6:00 PM – BAND 3 INTRO

ALEEYA:

“Alright, Queen Creek, are we ready for some more live music?

Our next band is set and ready to go.

Give it up for **[BAND 3 NAME]!”**

6:00–6:40 PM

BAND 3 PERFORMS

6:40 PM – BAND 3 OUTRO + PHOTO-OP SHOUTOUT

ALEEYA:

“Give it up one more time for **[BAND 3 NAME]**! Thank you for an awesome set!

While we switch things over for our next band, don’t forget to stop by our **Teen Fall Fest photo-op area** and grab some pictures with your friends tonight.

And when you post those photos, make sure you tag them with:

#MTACTeenFallFest26

We want to see all of your photos from tonight!”

VENDOR REMINDER

“And while you’re walking around, make another lap through our Teen Vendor Area. These vendors have put a lot of work into what they brought out tonight, so make sure you check out their booths and support our teen entrepreneurs!”

6:40–6:50 PM

Band 3 Breakdown

6:50–7:00 PM

Band 4 Setup

7:00 PM – BAND 4 INTRO

ALEEYA:

“Our next band is ready to take the stage!

Let’s keep the energy going — everyone make some noise for **[BAND 4 NAME]!**”

7:00–7:40 PM

BAND 4 PERFORMS

7:40 PM – BAND 4 OUTRO + EVENT SHOUTOUT

ALEEYA:

“Let’s hear it for **[BAND 4 NAME]!** Another amazing performance tonight!

We have one more live band coming up, but there is still a lot of Teen Fall Fest left to experience.

If you haven’t made it through the Haunted Maze yet, our scare actors are waiting for you!

Be sure to visit our Teen Vendor Area, grab a picture at the photo-op, play some lawn games and check out everything happening around the event.”

PHOTO REMINDER

“And don’t forget — if you’re posting pictures tonight, tag them with **#MTACTeenFallFest26** so we can see your Teen Fall Fest photos!”

SCHOOL OF ROCK REMINDER

“We also want to recognize **School of Rock** again for their support tonight, especially for helping us keep the music sounding great all evening.

If you’re interested in learning more about School of Rock:

[SCHOOL OF ROCK PROMOTIONAL VERBIAGE]

”

7:40–7:50 PM

Band 4 Breakdown

**7:50 PM – FINAL BAND SETUP /
FOOD TRUCK SHOUTOUT**

ALEEYA:

“We’re getting ready for our final band of the night!

While they set up, this is also a great time to grab some food.

Stop by our **meal truck** for dinner, grab something sweet from our **dessert truck**, or head over to our **drink truck** for a specialty drink or dirty soda.

And don't forget to show some love to all of our Teen Fall Fest vendors while you're out exploring!"

7:50–8:00 PM

Band 5 Setup

8:00 PM – BAND 5 INTRO

ALEEYA:

"Teen Fall Fest, we've made it to our final live performance of the night!

Let's give them a great crowd and finish our night of live music strong.

Make some noise for **[BAND 5 NAME]!**"

8:00–8:40 PM

BAND 5 PERFORMS

8:40 PM – BAND 5 OUTRO

ALEEYA:

"Give it up one more time for **[BAND 5 NAME]!**

And how about another huge round of applause for **all of our performers and bands** who took the stage tonight!

Thank you to every one of our teen musicians for sharing your talent with us and being part of Teen Fall Fest.

We also want to give one more huge thank-you to **School of Rock** for their partnership and for supporting our stage and sound throughout the night. We truly appreciate you helping make tonight's live music possible!"

8:42 PM – FINAL EVENT SHOUTOUTS

ALEEYA:

"We still have a little bit of time left tonight, so make sure you get in those last stops before Teen Fall Fest wraps up at 9:00!

Visit our **Teen Vendor Area** and support our vendors.

Grab your last food, dessert or specialty drink from our **three food trucks**.

Stop by the **photo-op area** for one more picture and tag your posts with **#MTACTeenFallFest26**.

And if you're brave enough, make one last trip through our **Haunted Maze with our scare actors!**"

8:50 PM – FIVE-MINUTE CLOSING REMINDER

ALEEYA:

“Teen Fall Fest, we are getting close to the end of our night!

If there’s anything you haven’t had a chance to check out yet, now is the time to make that final stop.

And in just a few minutes, we’re going to welcome two of our Mayor’s Teen Advisory Committee leaders to the stage to help us close out tonight’s event.”

8:55 PM – MTAC CLOSING REMARKS

ALEEYA:

“Before we officially wrap up Teen Fall Fest, we want to hear from two of the teens who helped make tonight possible.

Please help me welcome to the stage our **MTAC Chair, Tristan, and our MTAC Vice Chair, Tarini**, for a few closing remarks!”

TRISTAN + TARINI CLOSING REMARKS

Aleeya steps aside and allows Tristan and Tarini to speak.

AFTER CLOSING REMARKS – FINAL SIGN-OFF

ALEEYA:

“Thank you, Tristan and Tarini!

And thank you to everyone who came out and joined us for the MTAC Teen Fall Fest tonight!

A huge thank-you to our performers, bands, teen vendors, food trucks, volunteers, staff, MTAC members and everyone who helped make tonight possible.

And one final thank-you to **School of Rock** for partnering with us and supporting our bands, stage and sound tonight!

[OPTIONAL FINAL SCHOOL OF ROCK PROMO / CALL TO ACTION]

Please make sure you gather all of your belongings as you head out, and have a safe trip home.

On behalf of the Town of Queen Creek and the Mayor's Teen Advisory Committee, thank you for coming out, and have a great night!"

MTAC Teen Fall Fest – Stage Emergency Action Plan

Event: MTAC Teen Fall Fest

Date: October 17, 2026

Event Time: 5:00–9:00 PM

Location: Frontier Family Park

Area: Stage / Live Music Area

Emergency Leadership

Role	Responsibility
Event Lead – Mackenzy	Overall emergency decision-making and coordination
Event Lead – Christian	Assists with emergency response, crowd movement and staff coordination
Stage Lead – Crew	Takes immediate control of stage area and performers
MC – Aleeya	Stops programming and makes announcements when directed
Stage Staff	Clear stage, control access and assist attendees/performers as directed

For any life-threatening emergency: CALL 911 immediately.

Notify Mackenzy/Christian by radio as soon as possible.

General Emergency Procedure

If an emergency occurs in or around the stage:

1. **STOP the performance/program immediately.**
 2. Crew notifies Mackenzy/Christian by radio.
 3. Call **911** for any life-threatening medical emergency, fire or immediate threat.
 4. Aleeya makes an announcement **only when directed by the Event Lead.**
 5. Stage staff keep attendees away from the affected area.
 6. Keep emergency access routes clear.
 7. Do not restart programming until Mackenzy/Christian gives approval.
-

Medical Emergency – Stage / Performer

- Stop the performance immediately.
 - Keep the individual in place unless remaining there creates an additional danger.
 - Call **911** if needed.
 - Notify Mackenzy/Christian by radio.
 - Clear unnecessary people from the stage.
 - Designate one staff member to meet and direct emergency responders.
 - Keep the crowd back and protect the individual's privacy.
 - Do not resume programming until the scene is cleared.
-

Fire / Smoke / Electrical Emergency

- Stop the performance.
- Immediately move performers and staff off the stage.
- Call **911** for fire, active smoke or an immediate electrical hazard.
- Notify Mackenzy/Christian.
- Keep guests away from:
 - Stage
 - Speakers/electrical equipment
 - Extension cords

- Generators
 - Power should only be shut off if it can be done **safely by staff who know the equipment.**
 - Do not touch damaged electrical equipment, exposed wires or equipment involved in a fire.
 - Establish a clear perimeter until the hazard is resolved.
-

Stage Instability / Structural Concern

Examples include:

- Stage panel movement
- Loose stairs
- Shifting equipment
- Damaged stage components
- Unsafe speaker/equipment placement
- Wind affecting stage equipment

Response

- **STOP THE PERFORMANCE IMMEDIATELY.**
 - Remove everyone from the stage.
 - Block access to the stage.
 - Notify Mackenzy/Christian.
 - Do not attempt to continue programming around the damaged area.
 - Stage may only reopen after it has been inspected and determined safe.
-

Severe Weather / High Winds / Lightning

If staff are directed to suspend operations because of weather:

- Immediately stop the performance.
- Remove performers from the stage.
- Shut down stage equipment when safe to do so.

- Secure loose equipment only if conditions allow staff to do so safely.
 - Aleeya will make any evacuation/shelter announcement as directed.
 - Stage staff assist with moving attendees toward the **designated event shelter/evacuation location**.
 - Do not allow performers or attendees to remain under or immediately adjacent to temporary stage/event equipment during dangerous weather.
 - Programming does not resume until the Event Lead gives approval.
-

Crowd / Behavioral Emergency

For a fight, threatening behavior, crowd surge or other unsafe situation:

- Do not physically intervene unless necessary to prevent immediate serious harm and within staff training/procedure.
 - Notify Mackenzy/Christian immediately.
 - Stop the performance if the situation is affecting the stage or crowd.
 - Keep performers backstage/off the stage.
 - Use staff to create space around the incident.
 - Contact law enforcement/911 when appropriate.
 - Follow Event Lead direction regarding evacuation or suspension of programming.
-

Evacuation of Stage Area

If the Stage Area must be evacuated:

Crew

- Clears all performers and stage personnel.
- Confirms no one remains on or immediately behind the stage.

Aleeya

- Stops programming.
- Makes evacuation instructions when directed.

Stage Staff

- Direct attendees away from the stage.
- Keep emergency access routes open.
- Assist anyone needing additional help.
- Prevent attendees from re-entering the closed area.

Mackenzy / Christian

- Determine whether evacuation is limited to the Stage Area or requires a larger event evacuation.
- Coordinate with emergency responders.

Assembly Location

Corporate Ramadas

Emergency Access

At all times:

- Keep the area directly around the stage clear.
 - Do not block emergency vehicle routes.
 - Keep stage stairs unobstructed.
 - Keep extension cords covered and out of travel paths.
 - Do not allow attendees behind/on the stage.
 - Maintain a clear path for performers to exit the stage.
 - Staff should know the closest route for emergency responders to reach the Stage Area.
-

Before Programming Begins

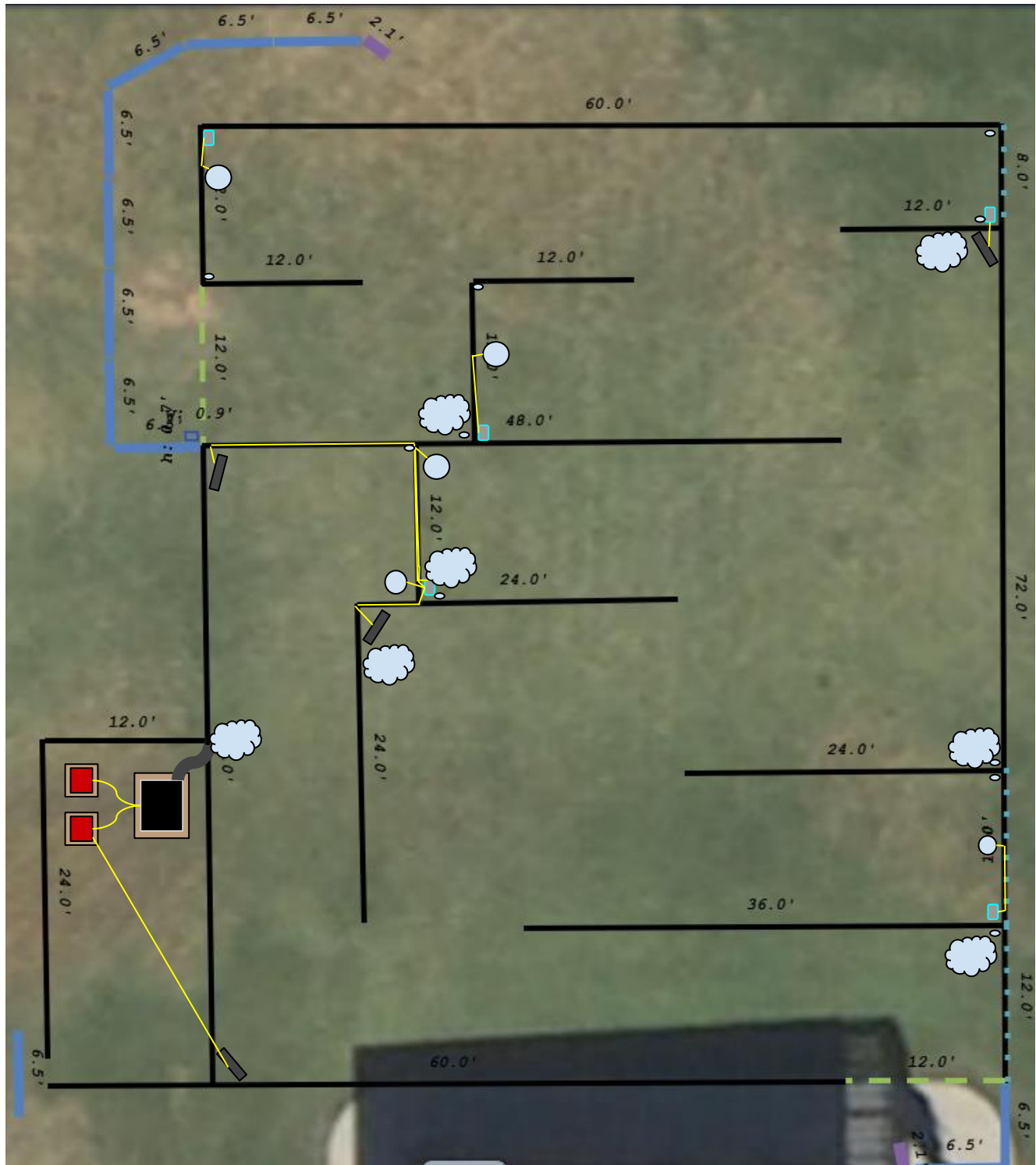
Stage Lead should verify:

- ☐ Stage panels and stairs are stable
- ☐ Stage access/exit is clear
- ☐ Speakers/equipment are secure
- ☐ Extension cords are covered
- ☐ Generators/electrical equipment are safely positioned
- ☐ No trip hazards are present
- ☐ Emergency access route is clear
- ☐ Staff know who to radio during an emergency
- ☐ Staff know the designated event evacuation/assembly area
- ☐ Performers understand that staff may stop a performance at any time for safety

Key Rule

Any staff member who sees an immediate safety hazard may call attention to it and request the performance be stopped. Safety takes priority over keeping the show running.





Haunted House Electrical Layout

ANYTHING THAT IS NOT RUNNING ALONG A FENCE
MUST HAVE AN ELECTRICAL CORD COVER ON IT

Program Plan: Haunted Maze Attraction

Location: Frontier Family Park – Teen Fall Fest

Date: Saturday, October 17, 2026

Event Time: 5:00–9:00 p.m.

Cost: Free

Estimated Walkthrough Time: 5–10 minutes

Program Overview

The Haunted Maze will operate throughout Teen Fall Fest as both a non-scary walkthrough attraction and a haunted experience featuring live scare actors.

The attraction will operate in two phases:

5:00–5:50 p.m. – Open Walkthrough

- Maze is open for participants to walk through at their own pace.
- No scare actors will be stationed throughout the maze.
- No scheduled entry times are required.
- Staff will monitor the entrance and exit and manage crowd flow as needed.
- This portion gives participants who do not want the full haunted experience an opportunity to see the maze.

Approximately 5:50–9:00 p.m. – Haunted Maze

- Sunset is expected at approximately **5:50 p.m.**
- Scare actors will be positioned throughout the maze.
- Participants will enter in small groups to prevent congestion and maintain spacing between groups.
- Each walkthrough is expected to take approximately **5–10 minutes**.
- Groups should consist of approximately **4–6 participants**.
- A new group will be released approximately **every 10 minutes**.
- Staff stationed at the entrance will control all group releases.
- The final group should enter no later than **8:50 p.m.** to allow everyone to exit the attraction by 9:00 p.m.

Haunted Maze Entry Schedule

Time Block	Group Entry Times
5:00–5:50 PM	Open Walkthrough – No scheduled groups
5:50 PM	Haunted Maze Begins
6:00 PM Hour	6:00, 6:10, 6:20, 6:30, 6:40, 6:50
7:00 PM Hour	7:00, 7:10, 7:20, 7:30, 7:40, 7:50
8:00 PM Hour	8:00, 8:10, 8:20, 8:30, 8:40
8:50 PM	Final Group Entry
9:00 PM	Attraction Closed

Note: These times are an operational guide for staff and are not participant reservations. Participants will wait in line and be placed into the next available group.

Crowd Flow

Entrance Staff

- Organize participants into groups of approximately **4–6**.
- Give participants basic maze rules before entering.
- Release one group approximately **every 10 minutes**.
- Confirm the previous group has exited or moved far enough through the attraction before releasing the next group.
- Temporarily pause entry if groups begin catching up to one another or additional spacing is needed.

Scare Actors

- Remain within assigned scare zones.

- Reset between groups whenever possible.
- Do not physically touch participants.
- Do not block pathways or emergency exits.
- Stay aware of surrounding participants and other actors.
- Follow staff direction regarding temporary pauses or adjustments to the attraction.

Transition to Haunted Operations

5:40–5:50 p.m.

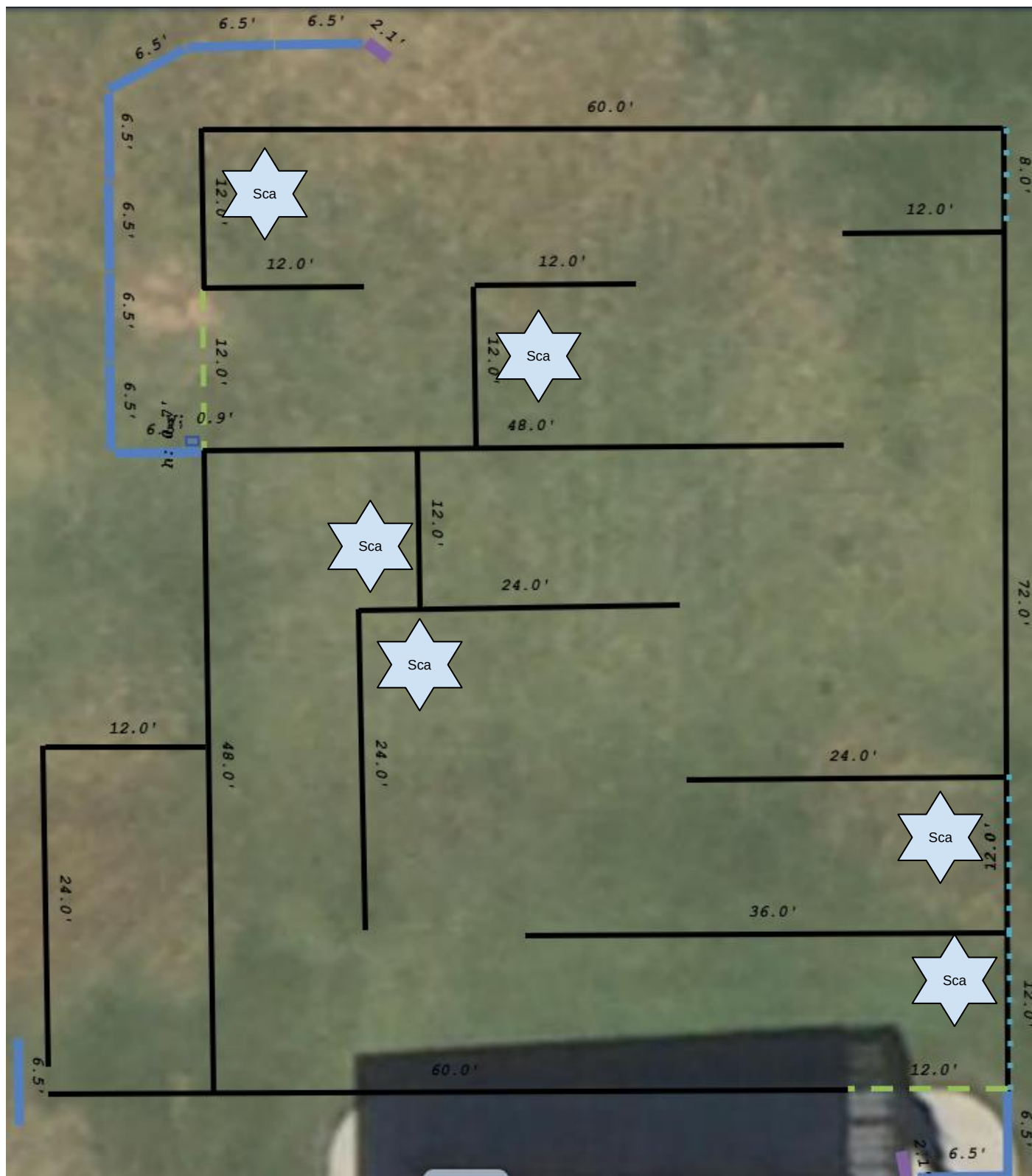
- Notify participants that the non-scary walkthrough period is ending.
- Allow remaining walkthrough participants to clear the maze.
- Scare actors report to their assigned locations.
- Staff complete a quick walkthrough to confirm pathways are clear and all actors are ready.

5:50 p.m.

- Haunted Maze operations officially begin.
- First haunted group enters the attraction.
- Entrance staff begins controlled group releases every 10 minutes.

Operational Notes

- Maintain a clear entrance and exit at all times.
- Keep emergency and ADA-accessible pathways unobstructed.
- Staff should have a method of communicating between the entrance, exit, and Event Leads.
- Groups should be released approximately **every 10 minutes** to provide enough time for each group to move through the maze and allow scare actors to reset.
- Staff may delay the next scheduled group if additional spacing is needed.
- Staff may temporarily pause admission if there is an operational, behavioral, or safety concern.
- The attraction should stop admitting participants at **8:50 p.m.**
- All participants and scare actors should be cleared from the maze by **9:00 p.m.**



Haunted Maze Staff Plan

Staffing:

- 1 Entrance/Entry Control Staff
- 6 Scare Actors
- 1 Floater/Event Lead if available

Entrance / Entry Control Staff

Location: Maze entrance/queue line

- Organize guests into groups of about **4–6 people**
 - Let one group enter approximately **every 10 minutes**
 - Give guests a quick reminder before entering:
 - No running
 - No touching actors or props
 - Actors will not touch guests
 - Keep moving through the maze
 - Make sure the previous group has had enough time to move through before sending in the next group
 - Pause entry if needed
 - Contact the Event Lead if there are any issues inside the maze
-

Scare Actor Zones

The ideas below are just **options**. Actors do not have to do the exact same scare every time. Mix it up throughout the night so groups don't all get the same experience.

Scare Zone 1

First scare once guests enter the maze

Things you could do:

- Stand completely still and pretend to be a prop
- Slowly turn your head as people walk past
- Whisper something like, “Keep going...”

- Let the front of the group pass and scare the people in the back
- Slowly follow them for a few steps
- Hide around the corner and pop out once the group gets close

Try not to use your biggest scare right away. This zone is more about making people wonder what they just walked into.

Scare Zone 2

Upper-middle area

Things you could do:

- Hide behind the wall and pop around the corner
- Make a noise from one side and appear from the other
- Peek around the wall, disappear, then peek out again
- Wait until half the group passes before coming out
- Whisper, laugh, knock on the wall, or scratch the fencing
- Say something creepy like:
 - “Wrong way.”
 - “I’ve been waiting for you.”
 - “Where’s your friend?”

This is a good spot for a surprise scare.

Scare Zone 3

Middle-left section

Things you could do:

- Stand farther away and just stare at the group
- Slowly walk toward them
- Follow behind them without saying anything
- Freeze whenever they turn around
- Hide and let them hear you before they actually see you
- Walk across the path ahead of them and disappear around the corner
- Whisper:

- “Don’t look behind you.”
- “Keep walking.”
- “You’re almost there.”

This zone can be more creepy than loud.

Scare Zone 4

Middle section near the tight turn

Things you could do:

- Crouch behind the corner and suddenly stand up
- Wait until everyone turns the corner before scaring them
- Hit or scratch the wall beside you
- Pop out and quickly disappear again
- Stand facing the wall, then turn around suddenly
- Let them see you, stay completely still, then move once they get close

This is a good spot for a classic jump scare.

Scare Zone 5

Right side of the maze

Things you could do:

- Let guests see you from far away
- Stand at the end of the corridor staring at them
- Slowly get closer as they move through the area
- Peek around the corner several times
- Walk behind them for a few steps
- Turn your back to them and suddenly spin around
- Say something simple like:
 - “Hi.”
 - “There you are.”
 - “You shouldn’t be here.”

You don't always have to yell. Sometimes being weird and quiet is scarier.

Scare Zone 6

Final area near the exit

This should feel like the **final scare** before they leave.

Things you could do:

- Hide until most of the group walks past, then come out behind them
- Follow them toward the exit
- Give them one last jump scare around the final wall
- Stand quietly near the exit and suddenly move
- Pretend the maze is over, then surprise them
- Use a louder final line like:
 - “RUN!”
 - “You almost made it!”
 - “Don’t stop now!”
 - “Come back!”

Do not actually chase guests out of the maze—just give them that final push toward the exit.

Basic Rules for All Scare Actors

Stay in your assigned zone

No touching guests

Do not block the pathway or exit

Do not chase anyone

Don't scream directly into someone's face or ear

Give each group time to leave your area before resetting

Change up your scare throughout the night

You don't have to talk—movement, staring, hiding, and noises work just as well

If someone is genuinely scared, upset, or asks you to stop, stop the scare and help them move through

Have fun with it; you do **not** need to perform the exact same thing for every group

Patron Rules Script

“Welcome to the Haunted Maze! Before you enter, we have a few quick rules. Please stay with your group, keep moving forward, and do not run. Do not touch the actors, props, fencing, or walls, and our actors will not touch you. Please keep phones and flashlights put away while inside the maze. No climbing, pushing, or roughhousing. If at any point you need to leave, feel uncomfortable, or need assistance, let an actor or staff member know and we will help you out. Most importantly, have fun and enjoy the maze!”

FOR STAFF

- Stay in your assigned scare zone unless staff tells you otherwise.
- **Do not touch guests.**
- Do not grab clothing, bags, phones, or personal items.
- Do not block the walkway, entrance, or exit.
- Do not chase guests or encourage them to run.
- Do not scream directly into someone’s face or ears.
- Keep all scares and language **family-friendly**.
- No inappropriate comments, gestures, or jokes.
- Do not use props in a way that could hit or injure someone.
- Be aware of walls, fencing, props, and other actors around you.
- Give each group enough space to move through your zone.
- Reset after each group and be ready for the next one.
- Feel free to switch up your scare throughout the night.
- If someone looks genuinely upset, asks you to stop, or needs help, **break character and help them get to staff.**
- If there is a safety issue, stop scaring and notify the Event Lead immediately.
- Stay hydrated and let the Event Lead know if you need a break.

Haunted Maze Emergency Action Plan (EAP)

Event: Teen Fall Fest – Haunted Maze

Location: Frontier Family Park

Date: October 17, 2026

Event Time: 5:00–9:00 p.m.

Purpose

This Emergency Action Plan outlines what Haunted Maze staff and scare actors should do if there is a medical emergency, fire, severe weather, guest behavioral issue, evacuation, or other safety concern.

The main priority during any emergency is to **stop the attraction, protect guests and staff, and get everyone out of the maze safely.**

Staff Roles

Event Leads

- Take overall lead during an emergency.
- Determine whether the maze needs to be paused, evacuated, or closed.
- Contact emergency services when necessary.
- Coordinate with other Town/event staff.

Entrance / Entry Control Staff

- Immediately stop sending new groups into the maze.
- Keep additional guests out of the attraction.
- Communicate with the Event Lead.
- Help direct guests away from the entrance if an evacuation is occurring.

Scare Actors

- Immediately **break character** when notified of an emergency.
- Stop all scares.

- Help direct guests toward the nearest safe exit.
- Do not leave guests alone inside the maze during an evacuation.
- Report hazards, injuries, or other concerns to the Event Lead.

Floater / Support Staff

- Assist wherever needed.
 - Help clear the maze.
 - Retrieve first aid supplies/AED if directed and trained to do so.
 - Help keep emergency access routes clear.
-

General Emergency Procedure

If any emergency occurs inside the maze:

1. **Stop the attraction immediately.**
 2. Entrance staff stops admitting guests.
 3. Scare actors break character.
 4. Turn on available work/emergency lighting if needed.
 5. Clearly tell guests:
 “The attraction is paused. Please follow the staff toward the exit.”
 6. Staff guide all guests out of the maze calmly.
 7. Notify the Event Lead.
 8. Call **911** for any life-threatening emergency.
 9. Keep pathways clear for emergency responders.
 10. Do not reopen the maze until the Event Lead has determined it is safe.
-

Medical Emergency

If someone is injured or becomes ill:

- Stop scares in that immediate area.
- Do not move the person unless they are in immediate danger.
- Notify the Event Lead.
- Have another staff member keep other guests moving away from the area.

- Call **911** if the situation is serious or life-threatening.
- Send someone to meet emergency responders and guide them to the guest.
- Retrieve first aid equipment or an AED if needed.
- Staff should only provide care within their level of training.
- Document the incident after the situation is under control.

If the injured person is blocking the maze route, pause all new entries until the situation has been resolved.

Fire / Smoke / Electrical Concern

If staff notice fire, smoke, sparks, burning smells, or another possible fire hazard:

- Immediately stop the attraction.
- Do not investigate or attempt to continue operations.
- Break character and begin directing guests out.
- Call **911** for an active fire or immediate fire threat.
- Notify the Event Lead.
- Keep guests away from the affected area.
- Do not allow anyone to re-enter the maze.

Fire extinguishers should only be used by staff who are comfortable and trained to use them, and only when there is a safe exit behind them.

Maze Evacuation

If the entire maze needs to be cleared:

Entrance Staff

- Stop all entries.
- Keep the entrance clear.

Scare Actors

- Break character.
- Tell guests:
 “We need to exit the maze. Please follow me and continue walking.”
- Guide guests toward the closest safe exit.
- Check your assigned zone for remaining guests as you leave.

Event Lead

- Confirm all zones have been cleared.
- Account for scare actors and maze staff.
- Keep the maze closed until the issue has been resolved.

Guests should never be told to run.

Severe Weather

If severe weather, lightning, high winds, or another weather concern develops:

- Event Leads will determine whether operations need to pause or close.
- Stop admitting new groups.
- Clear the maze if directed.
- Scare actors report back to the designated staff/staging area.
- Direct guests to the appropriate event shelter or safe location as instructed by Event Leads.

Do not remain inside or around fencing, temporary structures, props, or other event equipment if high winds or lightning create a hazard.

Guest Panic / Participant Wants Out

If a guest becomes overwhelmed or asks to leave:

- Immediately stop scaring them.
- Break character.

- Calmly tell them:
 “You’re okay. I’ll help you get out.”
 - Direct or escort them toward the nearest safe exit.
 - Do not tease, scare, or continue interacting with them in character.
 - Notify staff at the exit or Event Lead if additional assistance is needed.
-

Aggressive or Unsafe Guest Behavior

If a participant:

- Touches or strikes an actor
- Damages props or fencing
- Refuses to follow staff directions
- Runs repeatedly
- Becomes threatening or aggressive

The actor should **not argue with the guest**.

Instead:

- Step away.
 - Break character.
 - Notify the Event Lead immediately.
 - Staff may remove the participant from the attraction.
 - Contact law enforcement or emergency services if there is an immediate safety threat.
-

Lost Child / Separated Group

If a child or participant becomes separated from their group:

- Stop scaring them immediately.
- Keep them with a staff member.
- Notify the Event Lead.
- Do not allow them to wander through the maze looking for their group.

- Follow the event's normal lost child / reunification procedure.
-

Damaged Fence, Wall, Prop, or Pathway

If a maze wall, fencing panel, prop, lighting fixture, or other item becomes loose or unsafe:

- Block guests from entering the affected area.
- Stop new maze entries if the hazard affects the route.
- Notify the Event Lead.
- Do not reopen that section until the hazard has been corrected.

Scare actors should report hazards **immediately rather than waiting until the next group is finished.**

Communication During an Emergency

Staff should keep emergency communication short and clear.

Examples:

To stop entry:

“Hold all maze entries until further notice.”

To actors:

“Break character. Clear the maze.”

To guests:

“The attraction is being paused. Please follow staff to the exit.”

Once clear:

“Maze clear.”

Before Opening Checklist

Before scare operations begin, staff should confirm:

- Entrance and exit are clear
- Emergency pathways are unobstructed
- All scare actors know their zones
- All staff know who the Event Leads are
- Staff know how to contact each other
- First aid equipment location is known
- AED location is known
- Emergency vehicle access is not blocked
- Lighting needed for an emergency can be turned on quickly
- Staging area remains clear and accessible

Most Important Rule

If something does not feel safe, stop the attraction.

These times are flexible and dependent on the number of hands we actually have at the end of the night. This is a ROUGH estimate of time.

Time:	Area/task:	Lead:	Staff:	Duties:	Notes:
8:50 pm	Haunted Maze Decor	Shayla	Haunted maze staff	Begin removing decor and placing in bins to be taken back to Rec Center.	DO NOT BEGIN until the last patron walks through and the entrance and exit have been closed off.
9 pm	Event Close	Mackenzy/Christian	All staff (except for haunted maze staff)	Clear remaining guests from the event area. Mackenzy and Christian get vehicles ready for load out.	Do not split into other groups to start cleaning up yet.

9:05 - 9:30 pm	Haunted Maze	Mackenzzy/Christian	ALL Hands	Remove all remaining haunted maze décor, props, equipment, signage, fog machines, bins and other Town-owned items from the maze footprint. Begin staging décor/equipment for transport back to the Recreation Center.	Fencing panels will NOT be broken down by Town staff. Everything belonging to us should be removed from or around the fencing before BenComo begins breakdown.
9:30 pm	Fencing Breakdown	BenComo		BenComo will begin breaking down and removing the approximately 42 fencing panels.	Town staff should keep the fencing area clear and allow BenComo room to work. No U-Haul or staff fencing breakdown is needed.

9:30 pm	Split into clean up teams	Mackenzy	All staff	Break off into assigned groups and start taking items back to Rec Center, collecting barricades and signage, breaking down photo ops, loading vehicles, etc.	Make sure all MTAC members are with at least one staff member to assist with putting items away correctly.
9:30 - 10:30 pm	Stage tear down / Teen Equipment	Shayla/ Crew	8 staff total	Tear down stage panels and prepare them for return to the Rec Center along with 2 speakers. Load equipment from the haunted maze for classroom storage and return the fog machine to Classroom 2 storage. Truck 167 will be used for equipment and décor returning to the Rec Center.	4 of the stage panels go into Gym Storage, the rest go in Ballroom Storage neatly on the top shelf (have ladder in there already), and the 2 speakers go in the cage of Gym Floor Storage. Do not load Rec Center equipment or décor into 4050.

9:30 - 10:20 pm	Barricades /Aframes /SPEV equipment	Aleeya /Cameron	6 staff total	Collect barricades, A-frames and any SPEV equipment. Load A-frames and barricades and organize SPEV equipment for return to Classroom 2.	If anyone finishes a task early, they will be sent to Aleeya and Cameron to assist with tear down.
9:30 - 10:20 pm	Signage/ photo op area	Mackenzzy / Madison / McKinna / Christian	4 staff total	Break down photo op areas, collect signage and load Truck 4050 with hay only to be transported to the Maintenance Yard.	4050 is for HAY ONLY during the initial load out. Do not load Recreation Center equipment or décor into 4050.

About 10:20 pm	4050 Hay Drop / Sandbag Run	Mackenzy	Assigned staff	Take Truck 4050 to the Maintenance Yard and unload the hay. Once the hay is dropped off, return 4050 to the event site and load the sandbags for transport back to the Maintenance Yard.	4050 sequence: Hay → Maintenance Yard → Sandbags → Maintenance Yard. Hay must be unloaded before sandbags are loaded.
10:20 pm	Load out	Mackenzy	All staff	Meet at event tent. All equipment should be loaded into the appropriate vehicles for the Rec Center, Maintenance Yard, FOF, etc. Truck 167 should be loaded with equipment and décor returning to the Rec Center.	Complete a full walkthrough of the event footprint before leaving. Make sure nothing is left behind and BenComo has clear access to finish fencing removal.

10:20 - 11:00 pm	Take equipment to respected area	Mackenzy/ McKinna/ Christian	All staff	Staff will be split between the Maintenance Yard and Rec Center. Truck 167 will transport equipment and décor to the Rec Center. Truck 4050 will complete the hay and sandbag runs to the Maintenance Yard.	Mackenzy will oversee equipment put away at the Maintenance Yard, and McKinna and Christian will oversee equipment return at the Rec Center.
11:00 pm	Final walk through & staff release	Mackenzy/ Christian/ McKinna/ Madison	All staff	Once all 4 lead staff confirm that all equipment has been returned and put away properly, staff will be released.	Praying this goes by fast.