



## HELPING YOU WITH THE BORING BITS!

You're coming to Limitless Festival... that's great!

But we also know it's a lot of work!

So that's why we've produced this resource to help. In the pages that follow, we've created templates for the boring bits. Our hope is to minimise the amount of time you have to spend on this stuff so that you can give the best of your time and energy to preparing the hearts of your young people for a transformative week.

In the following pages you will find...

- ◆ A list of things to think about
- ◆ A parental consent form template
- ◆ A parental information letter template
- ◆ A campers kit list
- ◆ 'Your Day at Limitless Festival' outline for parents and young people
- ◆ A catering kit list
- ◆ An example menu
- ◆ A medical form template
- ◆ A budget template
- ◆ A risk assessment template

We pray that this resource serves you well and aids your preparations for Limitless Festival. We are just SO PLEASED that you'll be joining us. So let's get ready for an incredible week of community, connection and change.

With love,

The LIMITLESS team.



## THINGS TO THINK ABOUT...

Here's a little checklist of things to consider in preparation for attending Limitless Festival.

- Parental consent forms** (see template below). The earlier these can be issued the better. Aim for getting these out pre-Christmas so that you can get your group booked in before the Very Early Bird deal expires at the end of February. Doing this really makes a big difference to the overall cost of the trip!
- Budget** (see template below). Building a budget that includes the cost of transportation and food, as well as considering potential sources of income, will enable you to pass on an accurate price to parents / guardians.
- Team**. We recommend a ratio of at least 1 team member to 10 young people, but 1 to 8 is better! A mix of male and female leaders is also strongly recommended.
- Catering**. There's more on this as the resource continues, but the key thing for now is to recruit a willing team member or two whose sole responsibility on your team will be catering for your group. That said, you'll certainly want to make sure the young people and rest of the team are all pitching in with the washing up! A rota is worth thinking about to ensure your main caterers are well supported.
- Equipment**. Consider the camping and catering equipment that you will require... and *always* bring spares! Again, we've prepared examples lists for you in this resource.
- Transportation**. How will you get to and from Limitless Festival, and how will you go on supply runs during the week? Are you hiring a coach or a minibus? Or are you recruiting a number of parents to drive the young people in a convoy? How will the transportation impact on the price you pass on to the parents/guardians of your group? Sharing transportation with another church from your local area is a great way to keep costs down and build new friendships!

- Specific Needs.** What are the specific needs of the young people in your group? Are there any dietary requirements, medical conditions, or pastoral concerns you should be aware of ahead of taking them on a residential trip? Plan in advance for how you will ensure these needs are met in order to set them up for the best week possible.
  
- Spiritual Preparation.** In amongst all of the practical requirements, don't forget to prioritise preparing yourself and your young people spiritually for all that the Lord wants to do at Limitless Festival. Consider, what are your expectations for your group in the sessions? Will you want them to keep their phones away, for example? Communicate these things in advance. You may also want to prepare young people for what to expect in ministry times, and to run some sessions in the summer term to ensure your young people are expectant and faith-filled coming into the week.
  
- Invitation.** Limitless Festival is a brilliant space for young people who don't yet know Jesus to hear and respond to the gospel. So how can you equip your young people to invite their friends to join your group?

# CONSENT FORM TEMPLATE

Dear Parent/Guardian,

This summer we are planning to take a group from [YOUTH GROUP NAME] to Limitless Festival, a Christian youth event where there will be activities, sports and after hours programs, as well as meetings that will include contemporary Christian songs, prayer and teaching from the Bible. Go to [www.limitlessfestival.co.uk](http://www.limitlessfestival.co.uk) for more information.

The dates for the event are [INSERT DATES] and the cost of the event is [£XXX] per head. However, if finance would still prove to be a preventative issue, please contact me as we would like to help make it possible for your child to attend.

If your child wishes to come please fill in the attached form and return it to me with a **[£XX] deposit by [INSERT DATES]**.

This is a camping event so your child will need to bring a tent (or share with a friend of the same sex), sleeping bag and camping mat. Your child will be supervised by members of the youth team who will take the group to the event and camp with them. All team members are fully DBS checked and approved. Closer to the event we will give out packs containing all of the information required, however if you have any questions at this time, please do feel free to contact me.

Yours Faithfully,

[INSERT NAME AND CONTACT DETAILS]

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PARENT / GUARDIAN NAME: \_\_\_\_\_

CHILD NAME: \_\_\_\_\_

ANY MEDICAL CONDITIONS: \_\_\_\_\_

MEDICATION REQUIRED: \_\_\_\_\_

ANY DIETRY REQUIREMENTS: \_\_\_\_\_

IN CASE OF EMERGENCY, PLEASE CONTACT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_

- I give permission for my child to attend Limitless Festival.
- I agree to the Terms & Conditions detailed on the Limitless Festival website ([www.limitlessfestival.co.uk](http://www.limitlessfestival.co.uk)).
- I give permission for photographs of my child to be used in [YOUTH GROUP NAME] social media.
- I give permission for the youth team to contact my child directly to help make arrangements for the event.
- I enclose a deposit of [£XX].
- I enclose the full payment of [£XXX].

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

# PARENTAL INFORMATION LETTER TEMPLATE

*After receiving initial consent / deposits from parents and guardians, you will want to send them a subsequent giving more detailed plans. These plans will of course be specific to your group, but we have done our best to draw up a template of the things you are most likely to include...*

Dear Parent/Guardian,

First and foremost, thank you for allowing your child/children to come to Limitless Festival with us – we are very much looking forward to what we believe is going to be a life changing week in the lives of your child/children. The financial investment that you have made will no doubt reap rewards, as we always see young people coming back changed by the experience that they have had during that week.

This letter has been written to communicate the key information and logistics of our trip, but if you have any further questions at all then please don't hesitate to contact me.

## **DBS Checked Workers:**

There are [INSERT NUMBER] assigned DBS checked workers who will be looking after your child/children during the week away. They are [INSERT NAMES]. If at any point you need to contact either of these during the week away, they will all have their mobile phones on them, and will be contactable via: [INSERT CONTACT DETAILS]

As the group leader, [INSERT GROUP LEADER NAME] should be first point of contact. We will also have your contact details with us, so will be able to contact you if at all necessary.

## **Departure time:**

We will be meeting on [INSERT DATE] at [INSERT TIME] at [INSERT LOCATION]. Please can you ensure that your child/children are there for these times. We will be stopping off at the services on the journey, so if you could please send your child/children with a packed lunch or a bit of money for the journey up, again that would be very helpful.

## **Luggage:**

You will have a kit list attached to this letter. You will appreciate that space is limited, and as such would kindly request that all luggage (except for sleeping bag/mat and tent) be fit into one holdall bag or medium sized suitcase. Pillows can be sat on!

## **Coming back home:**

We will be returning from Limitless Festival on [INSERT DATE] at [INSERT TIME], traffic dependent. We will be sure to notify you should our return journey be significantly delayed.

**Expectations of your child/children during the camp:**

Please find enclosed a copy of 'Your Day at Limitless Festival.' You will note the morning and evening celebrations, which are a key part of the Limitless Festival experience. As such, we are setting the expectation for all young people travelling with our group to attend these sessions at a minimum. We want your child/children to enjoy there week as much as possible, and going to the various meetings and seminars together is a big part of this.

The safety of your child is extremely important to us and before we go, we would like to set some rules, which are:

1. No smoking / drinking / drugs of any kind at any time (with the exception of prescribed/ necessary medication)
2. No aggressive behaviour towards leaders or other young people
3. Tents of the opposite sex are out of bounds at all times
4. There will be planned activities and meetings your child will be expected to participate in/attend.

We will make these expectations explicitly clear to the young people. However, if your child deviates from these rules they will be sent home, and it will be the responsibility of the parent to arrange their transport.

We are so looking forward to taking all of the young people away on what is one of the best weeks of the year. I hope that this letter explains everything that you need to know, however, if there are some questions or something that remains unexplained, please do not hesitate to get in touch.

Yours Faithfully,

[INSERT NAME]

## CAMPERS KIT LIST

Ensure that the parents / guardians of your young people are given a kit list with enough lead-in time to source equipment that they don't already have in their possession. Below is an example of some of the things you may require them to bring, however, *always* bring spares! No matter how much you prepare, there's always going to be a young person who shows up without a sleeping bag!

- A Bible, pen and notepad
- Warm and waterproof clothing
- Wellies or waterproof boots
- Clothing suitable for hot weather
- Sun cream
- Toiletries
- A tent
- Towel
- Airbed or sleeping mat
- Warm sleeping bag and pillow
- A blanket
- Torch or head torch
- Set of cutlery, crockery and cup
- Snacks for in-between meal times
- Pocket money for food, merchandise, resources etc



# YOUR DAY AT LIMITLESS FESTIVAL

*We would encourage you to include a basic outline of an average day at Limitless Festival with your parental information letter, for the benefit of both the parents/guardians and the young people themselves. Please note, however, that the specific details and times outlined below are subject to change...*

## **8:00am - WAKE AND SHAKE**

*Wake up and shake out with these fun aerobic sessions on the sports field*

## **9:15am - SPIRITUAL PRACTICES**

*Start the day slowly in God's presence with some guided prayer.*

## **9:15am - MORNING SEMINAR STREAMS**

*Explorers - For those exploring faith or new to faith.*

*Theology 101 - An introduction to theology: The study of the nature and activity of God.*

## **9:15am - YOUTH LEADERS MEETING (Day 2 only)**

*Important gathering for all youth leaders on Day 2.*

## **10:15am - LIMITLESS KIDS CELEBRATION (0-10 yrs)**

*Two dynamic venues for under 11's.*

## **10:30am - LIMITLESS YOUTH CELEBRATION (11-17 yrs)**

*Main sessions each morning for worship, teaching, testimony and ministry.*

## **10:30am - LIMITLESS YOUNG ADULTS CELEBRATION (17+ yrs)**

*Daily young adults gatherings for worship, teaching and ministry.*

## **12:30 - 4:30pm - THE SPACE**

*A quiet space to reflect, to pray, or to chat with our team.*

## **1:00 - 5:00pm - SPORTS**

*Football, Volleyball, Basketball, Netball, Wide Games and loads more. Just show up and play!*

## **1:00 - 5:00pm - THE HANGAR**

*Inflatables and Roller Rink!*

## **1:30 - 2:30pm - CRAFTS**

*A different craft activity each day at the Regents Cafe.*

## **1:30pm - MASTERCLASS WORKSHOPS**

*Practical workshops on Prayer Ministry, AV, Preaching and Worship Leading.*

### **2:00pm - 4:30pm - THE BIG ONES!**

*Check the programme for a special activity every afternoon, including a foam party, slip and slide, colour run, zorb balls, skyline and giant water slide!*

### **2:45pm - AFTERNOON SEMINARS 1**

*Equipped for Evangelism - Practical equipping for sharing your faith at home.*

*Deeper - Discipleship stream for those who want to grow in God.*

*Youth Leaders Together - A chance for leaders to receive some input for themselves, share stories of what God is doing and connect with other leaders.*

### **3:00pm - STAY AND PLAY**

*A space for parents and young children every afternoon.*

### **4:00pm - AFTERNOON SEMINARS 2**

*On Mission - Training to live as an everyday missionary where you are*

*Sex & Relationships - Exploring our relationship to each other, to our bodies and to sex from a Biblical perspective*

*SYA Sessions - Bespoke conversations for students and young adults*

### **5:30pm - BABY BATH TIME**

*We provide the baths and water, you provide the soap and towels, your baby gets nice and clean!*

### **6:45pm - LIMITLESS KIDS EVENING SESSIONS (0-10 yrs)**

*Evening celebrations for 5-10's and 'The Night Shift' for 0-4's.*

### **7:00pm - LIMITLESS YOUTH CELEBRATION (11-17 yrs)**

*Main sessions each evening for worship, teaching, testimony and ministry.*

### **7:00pm - LIMITLESS YOUNG ADULTS CELEBRATION (17+ yrs)**

*Daily young adults gatherings for worship, teaching and ministry.*

### **9:00pm - THE SPACE**

*A space to chat to someone or just to be quiet after the evening sessions.*

### **9:30pm - AFTER HOURS**

*Festival Cinema - Enjoy the best movies from the last year in the Festival Cinema.*

*Open Mic - Share your skills at the YFC Cafe.*

*Regents Cafe - Dance the night away with our resident function band.*

*The Hangar - Silent Discos, Faith Child, and a Skate Comp Exhibition!*

*Late Night Worship - Carry on where you left off from the evening celebrations in the YA venue. Open to all ages.*

# CATERING FOR YOUR YOUNG PEOPLE

Catering for your young people at Limitless Festival is all about the preparation. Fail to prepare, prepare to fail!

## **Things to think about...**

- **Risk assessment**

*Should include storage, preparation and serving of food as well hot items and hazardous items, rubbish and leftovers.*

- **Health and safety guidance**

*Preferably a team member with basic food hygiene certificate level 2 (though not essential).*

- **Cooking equipment** (see example list below)

- **Food purchasing in advance of and during the week**

*What & where are the local shops?*

- **Food storage**

*Do you need an electrical hook up for a refrigerator, or can you make it work with cool boxes and ice packs?*

- **Cooking and prep time**

*Where are you going to serve it? What are you serving it on to? Where are you going to eat it? How are you going to clean up afterwards?*

- **Menu plans**

*Consider fussy eaters & special requirements*

## CATERING KIT LIST

Here are some suggestions for the equipment you are likely to need to cater for your group. However, please remember that we cannot be comprehensive! You may need additional items depending on your menu. Likewise, there may be things listed here that are not necessary for your group...

<b>Kitchen Kit</b>
Washing up Tubs
Large Cooking Pots & Lids
Small Cooking Pots & Lids
Oven Trays
Urn
Oven / Hob
Trellis Tables
Chairs
Bins and bin liners
<b>Utensils</b>
Mashers
Wooden Spoons
Ladels
Chopping Boards
Sharp Knives
Collanders
Sieve
Tonges
Ladels
Whisk
Peeler
Tin opener
Wooden spoons
Pasta and rice servers
Spatula
Cutlery
Hot water flasks

## MENU EXAMPLE

**Breakfast Examples:** porridge/cereal/individually wrapped pastries/breakfast bars.

**Lunch Examples:** selection of sandwiches/soup/fruit/ crisps/biscuits.

**Dinner Examples:** spaghetti bolognese, curry, chilli, BBQ, sausages, bacon, burgers, rice, pasta, bread rolls.

**Supper Examples:** Hot chocolate, biscuits or pancakes.

So a menu for the week might look something like this...

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
BREAKFAST	N/A	Cereal, porridge, breakfast bars	Cereal, porridge, breakfast bars	Cereal, porridge, breakfast bars	Cereal, porridge, breakfast bars	Cereal, porridge, breakfast bars
LUNCH	Sandwiches, crisps, fruit etc	Sandwiches, crisps, fruit etc	Sandwiches, crisps, fruit etc	Sandwiches, crisps, fruit etc	Sandwiches, crisps, fruit etc	Packed lunch for journey
DINNER	Spaghetti bolognese and pasta	Curry and rice	Chili and tacos	Burgers	Takeaway treat!	Home

# MEDICAL FORM TEMPLATE

Name of Child: \_\_\_\_\_ M/F

DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Parent/Carer (please include address if different to child)

\_\_\_\_\_

Tel no: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Alternative emergency contact (Name / relationship / contact details):

\_\_\_\_\_

Details of any illness / disability / important information eg allergies or special diet: (please use an additional sheet if needed)

\_\_\_\_\_

\_\_\_\_\_

## **NB: we allow a level of independence/free time**

If medical advice or treatment is needed, the assistance of a GP or A&E Department will be sought. The Children Act allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'. I understand:

- My child will receive medication as instructed.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- During the week my child will be transported in a minibus / car driven by suitably qualified drivers.

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

Signed (parent/or adult with parental responsibility) \_\_\_\_\_

Print name \_\_\_\_\_

**MEDICATION DETAILS**

Child's Name.....

Address.....

Telephone No .....

Date of Birth .....

Parent's name and contact details.....

.....

Name, address & phone number of General Practitioner

.....

Details of any regular medication required during the week

.....

.....

.....

Please sign the declaration below stating you are willing to allow a member of the youth team to administer the medication during the weekend.

*I ..... give my consent as parent / guardian of*

*..... for the youth leader to administer the above medication.*

**Signed**.....

**Date**.....

# BUDGET TEMPLATE

Don't you just love preparing a budget? No? Oh OK then, here's a template to get you started!

One thing to note.... Try to be creative about how you can generate income to subsidise the cost for your young people. You could ask your senior leader if you could take a special offering one Sunday morning. You could run a fundraiser on a special 'Youth Sunday.' You could set up a sponsorship scheme for 'spiritual parents' (adults who are not sending their own children) to pay for a young person to attend. There are lots of ways to generate additional income to support your trip to Limitless Festival, so get creative, make some big asks, and see what happens!

EXPENDITURE	AMOUNT		INCOME	AMOUNT
Festival tickets			Fundraising event	
Electrical hook up			'Sponsor a young person' scheme	
Transport hire			Special offering	
Fuel costs			Subsidy from church / youth budget	
Food			Grant funding	
Catering Equipment			Other	
Camping Equipment				
Emergency fund / budget buffer				
<b>TOTAL EXPENDITURE</b>			<b>TOTAL INCOME</b>	
<b>TOTAL COST PER YOUNG PERSON</b> (Total expenditure divided by number of young people attending)			<b>TOTAL SUBSIDY PER YOUNG PERSON</b> (Total income divided by number of young people attending)	
<b>TOTAL COST PER TICKET TO YOUNG PEOPLE</b> (Total Cost per young person minus Total Subsidy per young person)				



# RISK ASSESSMENT TEMPLATE

Please note that **the following template is not comprehensive**, as the associated risks with taking young people on a residential will differ from group to group. We have tried to include risks that are likely to be transferable for most groups, but you will need to give consideration to the specifics of your own plans and young people.

**Church Name:**

**Assessment carried out by:**

**Date of assessment:**

What are the hazards?	Who might be harmed and how?	High, medium or low risk?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date Completed
<i>List the hazards or risks that you have identified? Use a separate box for each hazard or risk identified</i>	<i>List the person(s) or personnel groups</i>		<i>Briefly describe any actions that you have already put into action</i>	<i>Briefly describe actions that you. Your department or the organisation need to undertake</i>	<i>Name the person responsible for making it happen</i>	<i>Please put the date by which the action needed to be completed</i>	<i>Please put the date here when the action has been completed</i>
<b>Persons contracting COVID-19 during event.</b>	YP/helpers		Anyone presenting symptoms not allowed. Activity is outside in open air. Hand gel available during the event.	Youth & Leaders asked if they are well at the start of session.  Youth & Leaders asked to sanitise their hands.			
<b>Activities – jump bags, colour runs, climbing walls, sports etc</b>	YP/helpers						

<p><b>Cooking</b></p>	<p>YP/helpers</p>		<p>Youth bringing own snacks. Simple food cooked: pasta, cheese sauce and cereal etc. Team to cook meals.</p>	<p>Team member has food hygiene certificate. No cooking inside the tent. Camping stove placed away from the tent on an even surface.</p>			
<p><b>Transport</b></p> <p><i>Use of seat belts</i></p> <p><i>Road accident or breakdown</i></p> <p><i>Young people becoming distressed/ill on board</i></p>	<p>YP/helpers</p>		<p>All young people and adults will be told to put on seat belts.</p> <p>Driver is approved to drive vehicle. Mobile phone available to call assistance.</p> <p>Leader/young person on board to observe young people's welfare and mood while travelling and to alert driver to stop the bus/car if necessary, to attend to young people. Mobiles are on board for 999 calls.</p>				

<p><b>Large scale event with freedom for young people to explore site.</b></p> <p><i>Lost young person, missing or AWOL</i></p>	YP/Helpers			<p>Leader to report to leader immediately. Try their mobile, speak to other yp. Call Limitless Festival emergency number.</p>			
<p><b>First Aid / Medical Attention Required</b></p>	YP/Helpers		<p>Consent forms to be collected from each young person before the week to be permitted to attend. Any medical problems youth leader to be told. See Limitless first aid team.</p>				
<p><b>Electric hook up for kettle, fridge &amp; phone chargers</b></p>	YP/Helpers		<p>Using campsite connection point. Sockets and connections to be kept away from water.</p>	<p>Extra vigilance if wet weather</p>			
<p><b>Hot Weather</b></p>	YP/Helpers		<p>Young people advised to apply sun cream to be applied and hats worn and plenty of fluids drunk. Leaders to be aware of young people's behaviour and notice any changes in physical condition.</p>				

<b>Adverse Weather Conditions</b>	YP/Helpers		Young People told to seek shelter in doors/tents. Coats to be worn advised to keep dry and warm.				
<b>Individual concerns</b>  <i>A space to outline specific considerations related to individual young people.</i>							
<b>Fire</b>	YP/Helpers		Tents will be set apart from each other, ensuring that should a fire break out it will not spread quickly. If a fire is spotted, team member should be notified immediately and Limitless Festival emergency number will be called. No fires within camping pitches allowed.				

<b>Sleeping arrangements</b>	YP/Helpers		Males and female campers will sleep separately. Team will do a final walk around once young people are settled in their tents.				
<b>Leaders protection from allegations</b>	YP/Helpers		Any incidents to be reported immediately. Leaders are advised not to be on their own with a young person especially of the opposite sex.				
<b>Food preparation</b>	YP/Helpers		Team members assigned as camp cooks. They will follow basic food hygiene standards & give instruction on out of bound areas due to hot foods/ liquids or cooking equipment				



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