

Trunk-or-Treat- Station Host Information

Event date: Friday, October 31, 2026

Set up open time: 12:30 p.m.; enter Elm Street from the intersection of Elm and Washington.

Event start time: 2 p.m.

Event length: 2 hours

Registration closes: October 16, 2026

General rules

- Registration is required. The registration link will be available on the district website on September 1, 2026.
- Every station is required to decorate for the event. Remember this event will be mostly elementary aged kids. Please do not have a station that is too scary or gory.
- Sisters Park & Recreation District is a public entity. As such, political campaigning will not be permitted. Elected officials are encouraged to participate, however, there can be not "Vote for me", "Re-elect", "Elect", signage, handouts, or conversations.
- You will need to plan on providing your own decorations, give aways (commercially packaged candy, branded agency sway, toys, stickers, etc.)
- Plan for 500-750 giveaways per person at your station that will be handing out candy. If you bring 1000 pieces and three people are handing out candy, you will run out. We also advise that you give out one piece per child.
- Car stations must not be greater than a typical sized parking space; Park stations must not be greater than 10 by 10, unless preapproved by SPRD.
- You will need to provide your own tables, chairs, etc. If you set up a canopy, it must be weighed down or secured in another acceptable fashion. Any canopy not weighed down or secured will be taken down by event staff.
- Stations are asked not to play music. The event will be playing Halloween music throughout the park.
- We ask that you stay for the entire event. If you run out of giveaways, talk to event staff as they may have back up.
- Event will be held rain or shine. Be sure to dress warm, be safe, and have fun!

Before event

- One week before the event you will get updated event information emailed to the email address provided when you sign up. If you do not receive an email by October 26, 2026, reach out to SPRD@sistersrecreation.com.
- Set up will open at 12:30 p.m. If you are a vehicle station, you will enter Elm Street from the intersection of Elm and Washington. If you are a park station, you will enter off Jefferson and park on Jefferson or Fir. (See map)
- You are responsible for notifying others who are volunteering at your station of expectations. The district will communicate through email, to the email used at time of registration.
- All vehicles must be parked by 1:30 p.m. You have until 1:45 p.m. to complete decorations.

During event

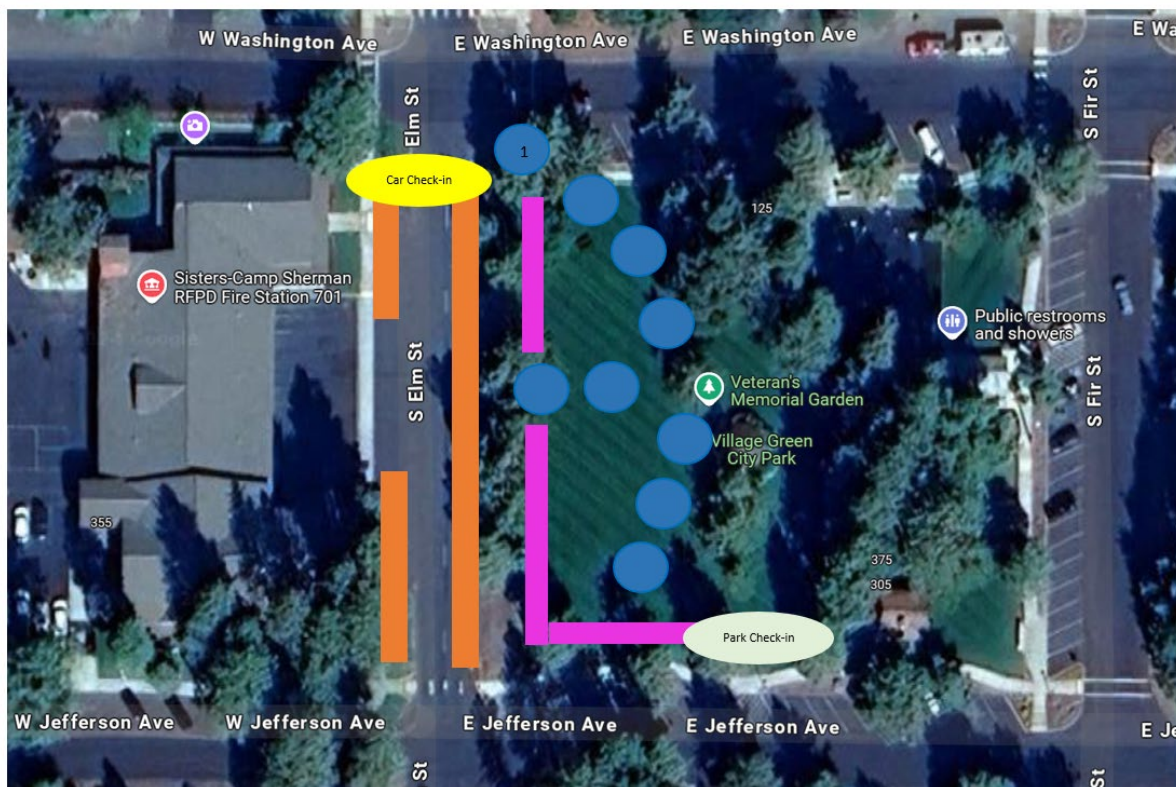
- There should be a responsible person at the station during the event, at minimum 16 years of age.

- Hand out approved goodies to event participants. We suggest you limit it to one piece per child so that you don't run out.
- For people in vehicles, it is especially important that you do not close and leave early. We do not want moving vehicles in the event space. Please be sure you can stay till the end of the event and wait for a staff member to single that you may move your vehicle.
- If a child gets separated from their parent(s), take them to the park gazebo and talk to an event staff member.

End of event

- Wait till you get the go ahead to take down station and/or drive out of event site before doing so.
- Clean up all decorations and trash around your station. Trash cans will be located throughout the event.
- Families and kids will likely will be walking around. Be extra careful.

Please note: All host applications must be received by October 16, 2026. Applicants must observe all applicable rules and regulations.



- 1- Event info booth
- Activity booths

- Trunk-or-treat car stations, pull straight in
- Trunk-or-treat park stations
- Car station check-in
- Park station check-in