



Block Party Planning Check List

A successful block party is not hard to have – it just takes a little motivation, a lot of cooperation, and a willingness to enjoy time with your neighbors.

2 MONTHS PRIOR

- Locate a couple of neighbors to help design the survey (if first time event)
- Talk/Deliver survey to neighbors to gauge interest
- Once results are in, invite those interested to a planning meeting and have the Block Party Kit available
- Planning Meeting **Date** _____ **Time** _____ **Where** _____
- Planning Meeting Decisions:
 - Party Date & Time:

 - Rain out Alternatives:

 - Scope of Party (how big will it be cul-de-sac, neighbors sharing one block, neighbors sharing alleyway)

 - Location of Party (on street/alley, in backyard/carport, at a park)

 - Type or Theme of Party (BBQ, Potluck, Canada Day)

 - Budget (how will costs of permits or supplies be covered?)

TO DO LIST (for planning committee)

RESPONSIBILITY	WHO	ADDRESS & PHONE
<p><u>Main Contact</u></p> <ul style="list-style-type: none"> - Send out invitations - Answer questions - Organize planning meetings - Get nametags 		
<p><u>Activities</u></p> <ul style="list-style-type: none"> - Include games/activities for all ages, icebreakers - decide whether to offer prizes - get kids & teens involved in planning & supervising 		
<p><u>Food</u></p> <ul style="list-style-type: none"> - Arrange tables for food, BBQ, Coolers - Collect money for any group food supplies (if needed) 		
<p><u>Permits*</u></p> <p>(Are they required for your party location? Who will apply? When should you apply?)</p>		
<p><u>Clean-up</u></p> <ul style="list-style-type: none"> - Obtain garbage cans and replacement bags - take down any signs that may have been put up 		

1 MONTH PRIOR

- **Follow-up planning meeting to discuss:**
 - What's been done
 - What still needs to be accomplished
- **Send out invitations**
- **Obtain Permit (if required)**

1 WEEK PRIOR

- **Publicize party and include reminder that street will be closed**
- **Confirm arrangements for traffic barricades**

PARTY DAY

- **Set-up**
 - Designate areas for food, seating, music & activities
 - Place garbage cans in strategic places
- **Arrival**
 - Assign greeters who can introduce neighbors to each other
 - Have sign in sheet and nametags
- **Party Schedule**
 - After everyone has arrived, announce the day's events & any special announcements
- **Clean-up**
 - Get everyone to help clean up area before leaving
 - Take down barriers



Have a great party!