



## NEIGHBORHOOD BLOCK PARTY PLANNING CHECKLIST

<u>TASK</u>	<u>WHO</u>	<u>WHEN</u>	<u>HOW MUCH</u>	<u>NOTES</u>	<input checked="" type="checkbox"/>
Determine time and location					
Pick alternate location if needed					
<b>Register event with City</b>		<b>Deadline: 08/01/24</b>	<b>FREE</b>	<a href="https://forms.office.com/g/AGzx9HptPV">https://forms.office.com/g/AGzx9HptPV</a>	
Distribute "Save the Date" cards					
Plan how others can contribute	(Bring a dish to share, bring your own, bring your own grill item, contribute money)				
Plan activities for children and adults					
Distribute invitations, hang posters					
Plan food					
<ul style="list-style-type: none"> <li>• Appetizers, munchies</li> </ul>					
<ul style="list-style-type: none"> <li>• Salads</li> </ul>					
<ul style="list-style-type: none"> <li>• Meals</li> </ul>					
<ul style="list-style-type: none"> <li>• Desserts</li> </ul>					
Plan beverages					
<ul style="list-style-type: none"> <li>• Water</li> </ul>					
<ul style="list-style-type: none"> <li>• Child beverages</li> </ul>					
<ul style="list-style-type: none"> <li>• Adult beverages</li> </ul>					
Bring supplies					
<ul style="list-style-type: none"> <li>• Name tags</li> </ul>					
<ul style="list-style-type: none"> <li>• Tables/table cloths</li> </ul>					
<ul style="list-style-type: none"> <li>• Chairs (or bring your own)</li> </ul>					
<ul style="list-style-type: none"> <li>• Plates, cups, napkins, silverware</li> </ul>					
<ul style="list-style-type: none"> <li>• Garbage can(s)</li> </ul>					
<ul style="list-style-type: none"> <li>• Grill, fire starter</li> </ul>					
<ul style="list-style-type: none"> <li>• PROP donation sign and bin</li> </ul>					
<ul style="list-style-type: none"> <li>• Prizes/giveaways</li> </ul>					
<ul style="list-style-type: none"> <li>• Decorations</li> </ul>					
Clean up after event					