



# BLOCK PARTY PLANNING CHECKLIST

**Want to throw a dynamite block party, but not sure where to begin?**

**Whether this is a first time shindig or a regular get-together, planning your party in advance is a must. Here's our quick and easy checklist to help make your block party a success!**

## 3 MONTHS BEFORE

- Involve your neighbors in the planning process by organizing a block party committee.
- Pick an event date that works best for all of your neighbors.
  - Don't forget to have a backup date in mind in case the weather doesn't cooperate.
- Pick the start and end time.
- Determine the best location for the party. Depending on where you live it could be in a:
  - Centrally located house on the block
  - Neighbor's backyard
  - Condo common area
  - Community park
  - Blocked off street
- Choose your party theme.
- Decide how food will be handled.
  - Will the committee purchase the food and charge guests a fee?
  - Will menu items be distributed to households?
  - Will all participants be asked to contribute food items to the party?



## 1 MONTH BEFORE

- Delegate necessary duties among the block party committee.
- Apply for all your required permits.
  - Call your local city hall or go online to ascertain the specific requirements needed for your area. Depending on the type of block party you might need to obtain alcohol, street closure, or sound permits.
- Map out where you want the food, games, and beverages stationed.
  - Share the information with event participants in order to help with set up the day of the event.
- For a first-time block party send invites out four to five weeks before the event.
  - Evites (free online invitations) are a great choice. Using them will help determine the number of guests who will be attending.
- Determine what your equipment needs will be (tents, tables, chairs, etc.) and either rent them or ask neighbors to contribute.

## 1 WEEK BEFORE

- Confirm all equipment will be available.
- Promote your party via a phone call chain, signage, and share additional details via social media.
- Create a guest sign in book to build a contact list for the next party.

## DAY OF

- Arrive early to the party to set up.
- Make sure your event area is clean and free of any hazards.
- Set up all food, activities, and beverages according to the map.
- Have trash cans and recycling bins available throughout the party.