

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

PLANNING

- 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 times
- 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?



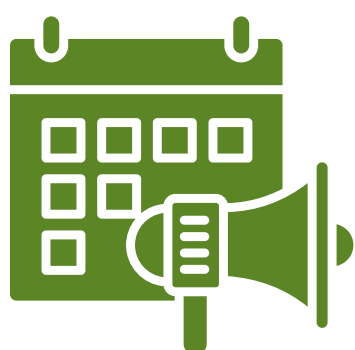
1 MONTH BEFORE

SPREAD THE WORD

- 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: 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
- 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



FINAL PREP

- 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

SET UP & ENJOY!

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

