

# Block Party Checklist #1:

## How to Get Started



### Timeframe: **Midwinter**

*Midwinter is a timeframe for choosing a date before summer vacation schedules take over. Most other planning decisions do not need to be made more than a month in advance of the actual block party.*

- Form a Planning Committee - e.g., 2 or 3 interested families
- Identify a date to get committee together to begin planning: \_\_\_\_\_
- When the Committee meets, choose when the block party will happen
  - Best day & date
  - Raindate
  - Start (and end?) time
- Identify a location for the block party with these considerations
  - Where is there space to gather?
  - Is there a safe place for kids to play?
  - Will you be having tables and chairs?
  - Will you be having grills?
  - Is it necessary to have the space be wheelchair accessible?
  - Toilet available?
  - Will car traffic be a problem?
  - Is there rain protection?
- What type of food will you be having? What will people need to bring?
  - Super-Easy - e.g., order pizzas
  - Simple - e.g., everyone bring their own meal
  - Plan-ahead - e.g., potluck and/or grilling
- Who is the main contact for the informational flier?
  - Can their phone number or email be listed?
- Other: \_\_\_\_\_

## What's Next?

*Look for these details in upcoming checklists:*

- Design & Print/Email Invitations
- Establish a Task List that assigns each preparation item to a responsible person