BLOCK PARTY PLANNER

Good Planning is essential to your block party's success! This checklist can be used to help you get started. Even though committees can do most of the work, there should be a chairperson(s) who will oversee the entire process. The sooner you start planning, the better!

If you will need to use the Block Party Wagon from the Park District contact them as soon as you have a date.

4-6 Weeks Ahead

- Decide who is going to oversee (chair) the block party.
- Recruit volunteers.
- Bring everyone together and decide the following:
  - What do you want to happen at your block party?
  - When do you want to have the block party? Do you have a rain date?
  - How much money, if any, do you need?
  - What will the hours of the block party be?
  - Who will be on what committee, *i.e.* Prizes, Entertainment, Food and Invitations?

3-4 Weeks Ahead

- Chairperson(s) meet with committees.
- Decide whether you are going to use signs, fliers, or any other type of notices.
- Estimate how many people will be attending. What type of food and beverages?
- Set a date for neighbors to "respond by".
- Plan games, contests, etc. and what prizes will be awarded.
- Plan entertainment. Arrange for stereo equipment, music, etc. as desired.
- Apply for Block Party Permit through the Village of Lombard Public Works Department.

2 Weeks Ahead

- Arrange for all required tables, chairs, napkins, cups, plates and utensils for food.
- Recruit a volunteer photographer to take pictures at the block party.
- Arrange for First Aid kit, fire extinguishers and a cell phone to have on hand at the party.
- Recruit volunteers for pre-party set-up and post-party clean up.

1 Week Ahead

- Purchase non-perishable food and utensils, etc.
- Confirm any deliveries or pick-ups.

1 Day Ahead

- Pick up orders and arrange deliveries.
- Set up and test stereo equipment and music.
- Purchase all perishable food items and/or ensure that all food will be prepared.
- Do a final review to make sure that all checklist items are complete.

The Big Day!

- Set up tables, chairs and any other equipment.
- Ensure that First Aid kit, fire extinguishers, and a cell phone are readily accessible.
- Assemble all materials for games and activities.
- Relax and have a terrific party!

After the Party

- Remove barricades from roadway and stack them where you found them.
- Clean up and return all borrowed supplies and equipment.
- Make notes for next year's block party. Jot down suggestions of things to do differently and things that went well.
- Meet with your committee chairpersons for a post-party evaluation.