



BLOCK PARTY PLANNING CHART

Use this form to coordinate your planning efforts

WHAT	WHO IS COORDINATING	DETAILS	COMPLETED
Time			
Location Reserve a room? Alternate location if it rains?			
Activities for Children			
Activities for Adults			
Food Beverages Paper Products Other			
Prizes, items to give-away			
Register with the City		Register early!!	
Entertainment			
Set-up			
Clean-up			
Event notice Flyer Signs			
Name tags Tables and Chairs Decorations Garbage bags/bins			