# Block Party Checklist

## Two Weeks Before
- Ask around to see if other neighbours would like to help out
- Choose a suitable date and location for the event. You may want to choose an alternate date in case of inclement weather.
- Register your block party with the City. The City of Spruce Grove requires your registration form be submitted at least two weeks prior to the event.
- Send out invitations
- Plan a menu and make up a shopping list.

## One Week Before
- Plan games/activities for all ages.
- Arrange to have a table available for food.
- Decide whose barbecue(s) will be used.
- Arrange to have coolers available to keep perishable food items cool.
- Decide how to deal with waste and recycling.
- Pick up your food voucher
- Buy groceries and other supplies.
- Send a reminder to neighbours.

## Day of Party
- Designate areas for barbecues, food, garbage, seating and games/activities. Remember to have containers available for garbage, organic materials and recyclables.
- Designate area for wipes and sanitizer for easy access
- Set up your lawn games
- Enjoy getting to know your neighbours in a small group setting

## Clean Up and Day After
- Ensure all trash has been picked up and removed, and recycling/organic materials have been taken to the appropriate places.
- Complete an evaluation and take notes for next year’s event.