

Anna Ave Block Party prep

Our block party has always been held in the middle of our street, with food tables set up near the curb under shade trees.

Decide on date & time (confer with neighbors to get optimal attendance)

Submit permit application to MVPD at least 3 weeks ahead.

Needs to be brought to the police station in person, M-F office hrs.

Include set-up and clean-up time in the hours designated on application.

If having a potluck, decide whether to give food assignments, and if so, by what method.

Pre-assign tasks:

Signs re street closing - make & post 1-2 days before event

flyers - update from previous year & distribute

paper goods - ck supply and replenish as needed

beverages- purchase

make garbage & recycling bins available

put out work horses or other method to partially barricade ends of street to traffic

Supplies needed:

Paper goods (or recycled plastic): lg & sm plates; cups; eating utensils; napkins
tablecloths

name tags

sign-in sheet (required for MLN reimbursement)

clipboard

pen & marker

masking tape

food category signs for tables (appetizers, salads, main dishes, desserts)

waste basket/bag for name-tag trash

Keep leftover paper goods and other supplies in a bin that can be stored and given to whoever is coordinating the event for the following year.

Beverages amounts (for 60 people):

2 bottles root beer

1 bottle 7-up

4 bottles sparkling water (2 plain, 2 flavored)

1 bottle cranberry juice

6 pack small juice cartons for kids

2 pitchers water

Tables:

4 card tables & 3 long tables or equivalent

Group photo:

If someone has a tri-pod and camera with a timer, take a group shot and email to all participants

MLNA newsletter: submit short article after the block party + group photo