

## Block Party Check List

Event Date and Time: \_\_\_\_\_

Party Item	Due Date	Completed	Responsible Party
Committees Assigned	_____	_____	_____
Flyers	_____	_____	_____
Traffic Variance Permit	_____	_____	_____
Alcohol Permit	_____	_____	_____
Barricades/Cones	_____	_____	_____
Food	_____	_____	_____
Ice Cream Pick-Up	_____	_____	_____
Beverages	_____	_____	_____
Ice / Coolers	_____	_____	_____
Grills	_____	_____	_____
Tables / Chairs	_____	_____	_____
Tents	_____	_____	_____
Activities	_____	_____	_____
Set Up	_____	_____	_____
Clean Up	_____	_____	_____
Trash	_____	_____	_____
Recycling	_____	_____	_____
Safety Issues	_____	_____	_____
Music	_____	_____	_____
Thank You Notes	_____	_____	_____