



NEIGHBORHOOD PARTY PLANNING

2-3 MONTHS BEFORE:

- Choose a location
- Nail down a date
- Pick a theme
- Recruit help
- Outline a basic plan for food:
 - What will you provide?
 - What will you ask others to bring?
- Make a rain plan
 - Do you have an indoor back-up?
 - Do you have a rain date set?



1 MONTH BEFORE:

- Set up a Facebook Event and invite everyone to join. Send out email invites or flyers to any neighbors you don't know.
- Ask for chairs, tables, games, and any other supplies neighbors can donate for the party,
- Start making reservations for any rentals and DJ's or other entertainment.
- Start picking up decorations. Be sure to check thrift stores!

The logo for a Facebook Event, featuring the word "facebook" in a white, lowercase, sans-serif font with a registered trademark symbol, and the word "Event" in a white, uppercase, sans-serif font below it, all set against a blue rectangular background.

facebook®
Event

1 WEEK BEFORE:

- Have neighbors drop off any non-perishables.
- Purchase your food and supplies
- Check your grill to make sure it's working and gather any grilling supplies.
- Double check RSVP's in your Facebook group and make sure you have planned enough food for everyone.



THE DAY OF:

- Prep all food. Some meats may need to be marinated overnight.
- Decorate your yard or party area.
- Set up tent, tables, chairs, and any electrical equipment you will use.
- Set up gaming stations or volleyball nets.
- Get ready to have an amazing time!

DON'T STRESS THIS PARTY IS GOING TO BE AWESOME!

