NEIGHBORFEST
HOST TOOL KIT
BUILDING A STRONGER SF, FROM THE BLOCK UP!
Welcome to the Neighborhood Empowerment Network!

ABOUT US

In 2007, an alliance of residents, neighborhood and merchant associations, nonprofits and faith–based organizations, foundations and academic institutions was created around a simple mission, empowering the neighborhoods of San Francisco with the capacity to steward themselves to a resilient condition. The alliance assumed the name “Neighborhood Empowerment Network” (NEN), and over the past ten years it has leveraged the immense resources and expertise within its ranks to create a groundbreaking suite of tools, resources and methodologies to advance resilience at the community level with a bottom-up, grassroots approach.

VISION

A San Francisco where everyone lives and works in a healthy, resilient community led by local networks rich in trust and reciprocity

MISSION

To support residents and neighborhoods with the capacity and resources to build strong resilient communities

NEIGHBORFEST FISCAL PARTNERS

"I have spent the last decade traveling the world trying to better understand what makes communities truly resilient. Time and time again, from New Orleans to Tokyo, the evidence has shown that residents who live in neighborhoods where they feel connected to those around them are more likely to survive times of stress. That’s why I’m a huge fan of the Neighborfest program. Block parties are a great, casual way to introduce people in urban centers to neighbors they may never have met. And because those neighbors are likely to serve as the true first responders if there is an accident, disaster, or problem, meeting before the accident happens is a great way to deepen those ties."

- Professor Daniel Aldrich, PhD North Eastern University
Thank you for choosing to host a Neighborfest Block Party.

Block Parties are a fun way of bringing your community together to celebrate what makes your neighborhood special – your neighbors!

This Toolkit is designed to help you produce a great event. It includes valuable information about permits, timelines, check lists and sample flyers to make your block party a success.

What is a Neighborfest?

A Neighborfest is a locally organized gathering that offers your neighbors a chance to have fun and build a stronger, more connected community.

Why host a Neighborfest?

Block parties are a great way for neighbors to work together on a fun and interactive project that everyone can participate in. The event itself can range from blocking off a street to create an open space for people to socialize, enjoy food and play games or hosting a get together in the community room of your apartment building. The goal is to convene your neighbors in the most convenient way possible.

NEN Neighborfest Partners:

The Neighborfest program is supported by the members of the Neighborhood Empowerment Network. Key partners include:

- The Mayor's Office
- The Mayor's Office of Neighborhood Services / Fix It Team
- The SF Board of Supervisors
- The City Administrator's Office
- The Department of Emergency Management / 911
- The San Francisco Police Department / ALERT
- The San Francisco Fire Department / NERT
- San Francisco Public Works
- The San Francisco Public Library
- The San Francisco Municipal Transportation Agency
- SF SAFE, Inc
- The Bay Area Red Cross
- The SF Public Utilities Commission
- The Department of the Environment
- The Department of Building Inspections
- The San Francisco Planning Department
- The Department of Health
- The Human Services Agency
- 311
- The Office of Economic and Workforce Development
- The Office of Economic and Workforce Development
- The Recreation and Parks Department
- The Assessor's Office
- California Earthquake Authority
- Department of Elections
- Recology
- PORT
- Office on Homelessness
- Community Challenge Grant Program

What is the next step?

This Toolkit provides the host committee with a robust suite of information and resources they’ll need to make their Neighborfest a success from start to finish. If you don’t know your neighbors or would like support in organizing your block or a neighborhood watch, please do not hesitate to contact SF SAFE, Inc. whose team of Public Safety Coordinators can guide you through the planning stages. To reach them call (415) 553-1984 or visit their website at www.sfsafe.org.
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Get Your NEN Neighborfest Up and Running

Hosting a successful Neighborfest is easy, you just need a committed team, a bit of organization, a solid plan and a commitment to have fun.

This section of the Toolkit will cover:

- How to assemble a great Host Committee
- How to run your first Host Committee meeting
- Roles & responsibilities for committee members

IMPORTANT NOTE:

A Neighborfest can be implemented just about anywhere, however this toolkit is based on hosting one in San Francisco. If you are planning a Neighborfest outside of San Francisco, you should contact your City Hall to ensure that you understand the regulations that apply to producing a block party in your community.

ASSEMBLING A GREAT NEIGHBORFEST HOST COMMITTEE

An essential ingredient to any successful event is the team that puts it together. On the following pages you’ll find some recommendations on how to build and organize the best team possible.

Create a list of folks in your neighborhood that you believe are community-oriented, and would enjoy helping produce this kind of event. Next, invite them to your house for a meeting to form a Host Committee.

MAKING THE FIRST HOST COMMITTEE MEETING A SUCCESS

The first meeting of your Host Committee will set the tone for the entire event planning process. Keep the meeting informal, organized and results oriented. Try and meet at least 12 weeks before the event, this will give everyone time to implement their roles and responsibilities. Use the sample meeting agenda and event data tracking sheet in the Appendix.

MEETING MANAGEMENT RESOURCES:

Neighborfest Host Committee Meeting Agenda on page 15.

- By following this agenda you’ll be sure to cover all aspects of the event planning process.

Neighborfest event overview & roles and responsibilities on page 16.

- During the meeting use this form to track decisions made and roles and responsibilities assigned.

Host Committee Sign-in Sheet on page 26.

- Be sure to capture the name, address, phone, and email address of all committee members.
INTRODUCTIONS

Start by having everyone share a little about themselves. Where do they live? How long have they lived there? Do they have any experience professionally or personally hosting block parties or other celebrations?

REVIEW THE AGENDA

By reviewing the agenda, you'll set people's expectations for what will be discussed over the course of the meeting.

REVIEW ANY PAST COMMUNITY CELEBRATIONS

There is a good chance that in the past there have been block parties or similar gatherings in your neighborhood. Solicit from the group any recollections of such events and what their experiences were.

ESTABLISH WHERE AND WHEN YOUR NEIGHBORFEST WILL BE

Location – the physical location of your event is an important first decision. Consider the following:

• Is the street level and adequately wide enough to accommodate your Neighborfest and the required fire lane (14 foot in width)

• Avoid selecting a street that is a major thoroughfare or has a MUNI bus line on it. You will need to have your location approved by the City and block party applications will be rejected if they have a major traffic/transportation impact.

• Identify a location that is centrally located for all of the residents you hope will attend. This will ensure the highest level of participation, especially if they are going to be transporting equipment such as chairs and barbecues to the event site.

DAY AND DATE

• Consider Seasonal Weather Patterns – Obviously the weather has a big impact on attendance. In San Francisco, people traditionally take advantage of the pleasant Spring weather (April – June) or the "San Francisco Summer" which occurs from September 1st to early November.

• Day of the Week – Often people will host their Neighborfest on a Saturday or Sunday. In some cases people may take advantage of a three-day weekend and do their Neighborfest on a Monday. It’s important to consider what percentage of your community may participate in religious activities on the weekend or have other conflicts such as organized sports for their children or cultural holidays.
THE TIMING OF THE EVENT

- **Set-Up Time** – Depending on the complexity of your event, starting set-up two hours before the official start time is typically adequate. If you are planning on asking folks not to park on the street during the event, this will give you ample time to knock on doors and have people move their vehicle before folks come to set up their stations.

- **Start Time** – It’s important to select a start time that affords everyone a chance to come early enough to drop off their food, set up their chairs and get a chance to socialize and enjoy the fun. We’ve found that 10 AM is a good time to start, but we encourage you to do what works best for your community.

- **End Time** – Once a good Neighborfest gets going, it’s hard to stop. You will need adequate time to break down the event and return the street to normal condition. Starting the break down a little early ensures that you’ll have plenty of hands available to help out. Wait too long and people will fade away quickly and head home. Assuming you start at 10 AM, 2 PM is ideal, 3 PM at the latest.

EVENT LAYOUT

The layout of the event has a huge impact on its success. For example, choosing the right place to set up barbeques (i.e. so the smoke blows away from the event) will help manage the flow and participation of the event activities. Make a physical map of the site and design the layout so that it includes the location of tables for the food, chairs, decorations, activity areas, etc. On the morning of the Neighborfest, make sure that someone is coordinating the set-up of the site so that you don’t end up having to move tables and chairs around during the event.

**NOTE:**

- You must create a 14 foot wide lane through your event site in case emergency vehicles need to pass through.
- You must submit a completed copy of this map with your SFMTA Block Party Application.
- You can use the MAP on page 21-22 for your application if it easily accommodates your event layout.

ASSIGN ROLES AND RESPONSIBILITIES

At this point in the meeting, take time to decide which roles members would like to sign-up for. The following is a list of proposed roles and responsibilities for your Host Committee to consider. Use the “Neighborfest Event Overview & Roles And Responsibilities” on page 16 to track the name of the committee members who sign up for a role(s) in the box to the right.
Logistics

PERMITTING, INSURANCE & APPLICATIONS LEAD

A person should be assigned to manage the entire City permitting process from start to finish. Be sure they visit the Neighborfest website and download the “NEN Neighborfest Application,” the “SFMTA Block Party Permit Application” and submit them on time.

FOOD AND BEVERAGES LEAD(S)

One of the most important elements to a successful block party is the food. The Host Committee should discuss up front the best approach for making this element of the event a success. (See the The Food and Beverage Section on page 10 for strategies to choose from.)

EVENT SET-UP AND BREAKDOWN LEAD(S)

Be sure to assign clear ownership of who is responsible for managing both the setup and breakdown of the block party. Coordinating the removal of trash receptacles and returning all borrowed/rented equipment are major responsibilities that ensure a smooth and relaxing end to a fun and well organized event.

RENTALS LEAD(S)

Many Neighborfests rent equipment to ensure the success of their event. Local rental agencies can supply you with items such as jumpy houses, chairs and tables. Be sure to shop around and get the best price. Often vendors will deliver, which can be expensive, so consider finding a neighbor with a truck to pick-up and drop off the gear yourselves.

NOTE: By participating in the Neighborfest Program you are eligible to receive free barricades from the City. They are available on a first come, first basis. To reserve your barricades, email Daniel.homsey@sfgov.org as soon as possible.

Communication

OUTREACH LEAD(S)

Neighborfests are only a success if your neighbors come out and join the fun. Getting the word out early and often is important. Also be sure to use multiple techniques to reach people. This could include posting flyers around your neighborhood, sending out e-mails, using social media (i.e. Facebook, Twitter, etc.) and of course good old fashioned word of mouth. (See page 9 for more ideas on outreach.)
REGISTRATION / RECEPTION LEAD(S)

Set a table where folks can check in and be formally greeted. Be sure to have a sign-in sheet so you can get their contact information for future community events. This team should also assist in posting notices on cars in the days before your Block Party requesting that they be moved before your setup time on the day of your event.

GUEST ASSISTANCE LEAD(S)

Be aware of community members who have special needs. Create a team that can be a resource to them during the event. Guest Assistance Team members will introduce themselves to these guests. Team members should be strong enough to assist those needing extra support with wheelchairs and walkers.

COMMUNITY AMBASSADOR(S)

If you have community members that may not use English as their primary language, try and recruit people to your Host Committee who can reach out and act as ambassadors to them while they are at the event to make sure they feel like an included member of the community.

MASTER OF CEREMONIES

Decide who will be the “Master of Ceremonies” on the big day. They will be tasked to make announcements and coordinate activities. This person should be relatively comfortable with speaking in public and would ideally be a visible figure from your neighborhood.

BLOCK PARTY STORY TEAM

This will surely be a memorable day for everyone. Be sure to have a dedicated team of folks who can capture photo and video of the day’s events. After the event, post the images to the web and email them out to everyone who attended. (It’s a good reason to get neighbors’ email addresses at sign-in)

Activities Lead(s)

Search online for ideas on how to get people to engage each other and have fun. Old stand-bys like a sack race or an egg toss never fail to get people in the spirit.
**DONATIONS**

Often local businesses such as restaurants and supermarkets will donate food, giveaways, etc. Reach out to them early and let them know that you’d be happy to acknowledge them in the outreach materials for the event. On the day of the event, try to promote donors’ support with a thank-you sign. Also, be sure to send a thank-you note!

**BUDGET**

Neighborfests don’t have to be expensive, but they do have costs (i.e. a bouncy house). Be sure to create a budget and track all expenses. In regards to covering the costs, sometimes community members are more than happy to make a contribution the day of the event to help reimburse the Host Committee members who may have paid up front.

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**LEADERSHIP**

**SELECT A CHAIR AND A CO-CHAIR**

Creating two event leads will help ensure continuity and follow through of your Neighborfest plan.

**SELECT A NAME FOR YOUR EVENT**

If you want to use the term “Neighborfest” - as in “Main Street Neighborfest” we’d be honored - but not insulted if you choose not to.

**NEED MORE COMMITTEE MEMBERS?**

If you don’t have enough people on your initial host committee to staff all of the necessary teams, then assign team member(s) to help you recruit more members. Have them review the below list with you and brainstorm about who may be a good fit. Have each of them reach out to 2-3 people to help fill these needs.

**STAY CONNECTED AND ORGANIZED**

The key to a successful event is to have a well organized Host Committee with clearly defined roles and responsibilities. There are a lot of great web-based tools that your group can use to make sure that they are on the same page at all times, especially if everyone is busy. Try and have tools like this up and running before your first meeting. Be sure to get everyone’s email so you can email out links/ invitations.
Block parties can be as simple or extravagant as you wish. Whether hosting a small potluck, or renting a bouncy house, here are some key logistical issues you may want to consider.

**INSURANCE**

Be sure to purchase any necessary insurance to cover your block party (i.e. if you rent a jumpy house be sure to check with the vendor). NOTE: Insurance is not required for a temporary street closure in a residential area in the City and County of San Francisco.

**STREET PERMITS**

Temporary Street Closure / Block Party applications are issued by the SFMTA through their ISCOTT hearing process. By participating in the Neighborfest program, you may be eligible to have certain fees waived (to learn more email Daniel.Homsey@sfgov.org). Regardless of who pays the fee, all block parties must go through to the ISCOTT process in order to ensure the public safety of the those attending and the residents around them. To learn more about the ISCOTT process, and related applications, visit the SFMTA website and under the “Services” drop down menu select “Apply for a Street Closure”.

**SOUND PERMITS**

Depending on the amount of amplified sound you will be creating, you may need to obtain a sound permit for your event. In San Francisco please contact the Entertainment Commission at (415) 554-5793.

**RESTROOMS**

Since this is a party amongst neighbors you should implement an “everyone to use their own” bathroom policy so that home security is maintained.

**SET-UP/CLEAN-UP**

Plan these steps far in advance to save time and money:

Reach out to your neighbors to see if they can lend their BBQs, tables, and/or chairs for your party. If necessary, look into renting such items as tables, tents, sound systems, etc.

Ensuring that ample garbage cans are placed around convenient locations throughout your event helps ensure that trash doesn’t end up on the street. Make sure to appoint two people from your set-up/clean-up crew to change bags throughout the event. Also, please make an effort to provide both composting and recycling cans throughout your event space.

In San Francisco, you can request a street cleaning and/or cleaning supplies for your event in advance. Please contact SF Public Works at (415) 695-2130. Note that this is not a free service.
Promoting Your Block Party

Below are some ideas about how to spread the word about your NEN Neighborfest. Remember: You can never over-communicate. Get the word out with all of these methods below!

FLYERS/POSTERS

We’ve attached some sample flyers to this toolkit. We’ll also have them available for you to download from the NEN Neighborfest Online Toolkit at www.empowersf.org. If you decide to create your own flyers, be sure to include:

- Name of the Event
- Date
- Location
- Whom to contact for more information
- Time
- What to bring

If you would like, you can use the template that we have provided on page 14.

TO DISTRIBUTE THE FLYERS YOU CAN:

Leave flyers at homes, in lobbies and at participating community businesses.

Post flyers on light poles in the neighborhood by wrapping them in plastic wrap. Avoid using any adhesive at all—it’s really hard to remove after the event!

WORD OF MOUTH

Just knocking on your neighbors’ doors or chatting with them on the streets gets the word going. Encourage them to pass along the news.

Activate your phone tree.

MEDIA

Your time is valuable. There are tools online to assist you in planning community events, such as a block party. Here are some methods that we recommend.

- Set up a Facebook event page and send it to your neighbors and friends.
- Send an email out to your neighborhood database.
- If you have a website for your community, post information there as soon as possible. Be sure to indicate whom people can contact about participating.
- Highlight the event in your community newsletters and/or your community newspaper.
Food is the backbone of every great block party. The simplest way to feed everyone is to have a potluck where everyone brings their “specialty.” The food and beverages team should decide on the right strategy that will ensure that everyone is fed and has enough to drink.

**OPTIONAL STRATEGIES INCLUDE:**

- Assign items by their first letter of the person's last name (i.e. A-G brings salads, H - L brings entrees, L – Q brings beverages etc.).

- Roll the dice and see what people show up with.

- Ask people for a heads-up about what they’re bringing and then accommodate for whatever is missing (i.e. salads, chips, beverages, etc.).

- Centralize the whole effort by having the Host Committee purchase the food and beverages and ask for donations to cover the costs. Remember to consider all the different tastes of your guests:
  - Caffeine / No caffeine
  - Dairy / Nondairy
  - Wheat / Wheat-free
  - Vegetarian
  - Religious Observations

**ALCOHOL**

California State Law indicates: alcohol must stay on your property. If someone walks across the street to another home with a cup of beer it is considered a violation of the open container law. Also note that it is a crime to serve alcohol to someone under the age of 21.
If your neighborhood is ethnically and culturally diverse, it might be fun to ask each family to bring a dish that is specific to their heritage.

Here are the bare minimum items in which the food/setup committee(s) should be sure to have ready at the start of the event:

- Tables for the food items to be set out on
- Disposable (preferably biodegradable / compostable) flatware, plates, cups and napkins
- A cooler with ice for beverages
- A separate cooler for keeping beverages cold
- Garnishes (ketchup, mustard, mayo, hot sauce and relish)
- A BBQ ready to go for people to load on their hot dogs, etc.
- Chairs
- Garbage cans (trash / compost / recyclables)

**Note:** If hosting a BBQ, please make sure that they are less than 144 inches/12 feet in size. Anything larger requires a separate permit.
As you think about themes for your Neighborfest, remember that the possibilities are endless. People of all ages love ice-breakers and games. Here is a list of some themes and activities for your party, courtesy of SF SAFE.

**A HOLIDAY EVENT**

Some neighborhood groups have a yearly social around a holiday. Solstice, Easter, Halloween, even Valentine's day can be a great backdrop to get everyone together.

**CLEAN UP DAY**

A block party can also double as a day to clean and/or green your neighborhood. Some groups have organized plantings, or weeding in overgrown areas, or teamed up with Friends of the Urban Forest for tree plantings.

**“PREPARE OUR NEIGHBORHOOD” THEME**

Communities where neighbors know each other have a distinct advantage in responding to a wide variety of crises. An Emergency Preparedness themed Block Party can really drive that point home. Here are some activities you can consider.

**INVITE PUBLIC SAFETY & PREPAREDNESS ORGANIZATIONS TO TABLE AT YOUR NEIGHBORFEST**

- Your local NERT Team (To locate this group contact NERT at (415) 970-2022.)
- Your Local Neighborhood Watch Group (To locate this group contact SF Safe at (415) 553-1984.)
- The Red Cross Bay Area (Call 1-800-HELP-BAY or 1-800-435-7229 to schedule their participation.)

**POTENTIAL ACTIVITIES**

“Map Your Resilientville” - Find resources that are available in/around your community. Contact Daniel.Homsey@sfgov.org for more information.
Congratulations! You have put in a tremendous amount of work, and we hope that your event was a huge success. However, there are probably a few things that you should keep in mind following your Neighborfest.

Return any rented or borrowed items such as street barricades or your neighbors BBQ set.

Send thank-you letters/e-mails to everyone who volunteered and participated, especially thank-you notes to organizations that donated money or supplies.

Post any pictures and video footage on your own personal website (Facebook, Flickr, Nextdoor, Youtube, Instagram, etc.) Follow up with host committee members and evaluate your event.

Archive/document any information that you may want to save in order to make next year’s event an even bigger success. We are always looking for ways to improve. Please send any feedback you have for improving The Neighborfest Toolkit to Daniel.Homsey@sfgov.org.

We encourage you to continue getting to know your neighbors’ role in your everyday life. The goal of this event was to get to know your local community and we hope it doesn’t stop here.
Join Your Neighbors For

NEIGHBORFEST!

When:

Where:

What:

Please Contact for more information
The following is a sample Host Committee Meeting Agenda to help you cover the key elements of a successful event in an organized and timely fashion.

**Pre-meeting Items**

• Since this may be the first time your neighbors have been to your house, consider putting a note on your front door to welcome them in.
• Don’t feel obliged to provide a meal, or a large buffet of snacks, water and chips/pretzels/nuts are adequate things to nibble on during the course of the meeting.
• Provide attendees with pen and paper to take notes about their duties.

**Meeting Agenda**

• Introduction
• Review the Agenda
• Review of Past Community Celebrations
• Establish Where and When Your Neighborfest Will Be
  - Location
  - Day and Time
  - The Timing of the Event

• Assigning Roles and Responsibilities
  - Logistics
    • Permitting & Applications Lead
    • Food and Beverages Lead(s)
    • Event Set-up and Breakdown Lead(s)
    • Rentals Lead(s)
  - Communication
    • Outreach Lead(s)
  - Operations
    • Registration / Reception Lead(s)
    • Guest Assistance Lead(s)
    • Community Ambassador(s)
    • Master of Ceremonies
    • Block Party Story Team
    • Activities Lead(s)
  - Finance
    • Donations
    • Budget
  - Leadership
    • Select a chair and a co-chair

• Select a name for your event
• Review Neighborfest Timeline
• Review all decisions / role assignments
• Information Sharing Strategy
• Next Meeting
**Neighborfest Event Overview & Roles and Responsibilities**

**Event Name:**  
**Location:**  
**Date & Time:**

### Assigned Roles & Tasks

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Next Meeting:

DATE -
TIME -
LOCATION -
GOAL(S) -
   •
   •
   •
The NEN Neighborfest Timeline

12 WEEKS OUT (if possible – 8 weeks at the least)

- Assemble Host Committee and delegate roles and responsibilities
- Complete and Submit DPT Street Closure Permit (See attached CCSF permit for picnic dates and fees)
- Reserve Barricades
- Reserve additional items (such as a bouncy house)
- Send out “Save The Date” notices (phone / email / flyer)

5 WEEKS OUT

- Reconvene the Host Committee and finalize the project plans

3 TO 4 WEEKS OUT

- Send out official invite (phone / email / flyer)
- Be sure to make people aware of their requested contributions (i.e. food / tables / chairs)
- Reconvene the Host Committees for update status

2 TO 3 WEEKS OUT

- Confirm Site Plan
- Begin to draft “Day Of” roles and responsibilities with timeline
- Confirm all vendor commitments (barricades / bouncy house) be sure to verify time and location of drop off if appropriate
- Convene Host Committee one last time and make sure that all teams are on track for success.
- Confirm all vendor commitments (barricades / bouncy house) be sure to verify time and location drop off if appropriate.

1 WEEK

- Last minute reminder for your neighbors about block party (phone / email)
- Quick Host Committee “Huddle” to review day of action plan
- Confirm pick up of donations with supporting vendors

3 DAYS OUT

Begin to flyer cars parked in the Neighborfest site area and inform them of the upcoming event and politely ask them to be sure to move them by the start of the event. Also be sure to invite them to attend. Police can set up temporary non parking signs if your coordinate with your district station permit officer. (Check with SF SAFE.)

NIGHT BEFORE
This is a suggested agenda for an event that starts at 10 AM and ends by 3 PM. Naturally you can modify your own schedule accordingly.

**7:30 AM**

- The Neighborfest Set-up Team checks the street to secure it for the block party.
- Make sure that all cars have been moved. If there are still cars on the street, consider knocking on your neighbors doors to request that they move them at some point
- Assign a team member to monitor the street moving forward to ensure no new cars park in the area as well as to keep an eye on any supplies that have been deployed.
- Ensure that team members are picking up barricades as necessary.

**8:00 AM**

- Contact neighbors to ensure that any remaining vehicles are moved.
- Begin to stage block party supplies & equipment on sidewalks. (Do not start setting up in the street before your permitted time and the barricades are up for safety reasons.)

**9:00 AM**

- If your permit says you can close the street at 9 AM – then install the barricades and deploy teams to:
  - Set up registration table
  - Set up food and beverage area / garbage / recycling / composting
  - Set up games and activities area
- If you have a rented item (bouncy house) it should arrive around this time. Be sure to leave a 14 ft. wide emergency lane and consider issues such as access to electricity and gusts of wind.

**10:00 AM**

- Your NEN Neighborfest Block Party Begins!

**10:30 AM**

- Begin activities (games, videography, food, music, etc.)
- Fire up the BBQs!

**11:00 AM - 12:00 PM**

- Open up the food stations
12:00 PM

• Host Committee teams begin to manage the closing down process (ask people to help dispose of trash properly etc.)

2:30 PM

• Conclusion of event (if your permit extends to 4 PM – you can give yourselves an hour to clean-up with the barricades still in place)
  • Be sure to have an announcement thanking all who helped, attended, and be sure to request help with clean-up

3:00 PM

• Clean-up Completed / Barricades Removed

You did it! Convene your organizers and give yourselves a hearty pat on the back for the completion of a successful Neighborfest!
Block Party Site Mockup

- Barricade
- Mandatory 14 foot wide emergency vehicle lane
- Check in Station
- Community Resources
- Food Station
- Entertainment
- BBQ

14 feet
Design Your Block Party

14 feet
Below is a sample budget for your reference. A budget is incredibly important for any event. It will help you plan what activities are realistic as well as how much of an effort you need to invest in obtaining contributions.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>TOTAL AMOUNT</th>
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<tbody>
<tr>
<td>Permit from the City of SF for Street Closure</td>
<td></td>
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<tr>
<td>Street Barricade Rentals (6)</td>
<td></td>
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<tr>
<td>Table Cloths</td>
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<td>Flyers / Posters</td>
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<tr>
<td>Balloons/string/streamers</td>
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<td>Tape (packing, duct, &amp; scotch)</td>
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<td>Rope/String</td>
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<td>Name Tags</td>
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<td>Face Paint</td>
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<td>Office Supplies (pens, markers, etc.)</td>
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<tr>
<td>Beverages</td>
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<tr>
<td>Trash Bags</td>
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<tr>
<td>Paper Towels</td>
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<tr>
<td>Plates, plastic cups, utensils, and napkins</td>
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<tr>
<td>Charcoal</td>
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<td>Ice</td>
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<td>Sunblock</td>
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<td>Toys &amp; Prizes</td>
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<td>Condiments</td>
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<td>Use the rows below for miscellaneous expenses...</td>
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Sample Supply & Equipment List

Any necessary permits from City (street closure, sound, etc.)

☐ Street Barricades - NOTE: See Logistics section (pg. 5) for more information
☐ Table cloths
☐ Flyers
☐ Posters
☐ Balloons/String
☐ Helium
☐ Clear Tape
☐ Duct Tape
☐ Rope/String
☐ Sign-In Sheet
☐ Pens
☐ Markers
☐ Compost & recycling bins
☐ Beverages
☐ Garbage cans- for trash, recycling, and compost (Ask your neighbors to lend a few)
☐ Paper towels
☐ Plates, plastic cups, utensils, and napkins
☐ BBQ set
☐ Sound system (refer to page 11 to see if you need any permits for this)
☐ Name tags
☐ Coolers
☐ Sunblock
☐ Roles and Delegation list and contact numbers
☐ Day of Agenda
☐ Print outs for activities
☐ Host Kit (Contact The NEN to coordinate receipt)
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Organization/Affiliation</th>
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