



BUILDING A STRONGER CALIFORNIA, FROM THE BLOCK UP!

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WELCOME TO THE ECA/NEN NEIGHBORFEST TOOLKIT!

CONGRATULATIONS ON DECIDING TO BECOME A NEIGHBORFEST HOST!

Everyone wants to live in a safe, connected and healthy community. A key step in achieving that goal is building strong relationships with the neighbors around you. The challenge is that everyone is so busy with their day to day routine it's hard to find that time to meet and get to know each other.

That's why the Neighborhood Empowerment Network (NEN) created Neighborfest - the world's greatest block party! Block parties are a tried and true way to get people out in the street together for a few hours of fun, food and neighbor-ing. In partnership with the Earthquake Country Alliance (ECA) with funding provided by the California Governor's Office of Emergency Services (CalOES) and FEMA, this ECA/NEN Neighborfest Toolkit will help make sure planning your block party is as easy as possible.

WHAT IS A NEIGHBORFEST?

A Neighborfest is a locally organized block party that offers neighbors a chance to have fun, celebrate, and strengthen the resilience of their community by using a suite of resources designed to prepare them to better support each other during large-scale emergencies.

WHAT ARE THE BENEFITS OF HOSTING A NEIGHBORFEST?

Block parties are not only fun, they are also a great way for neighbors to learn how to work together and build stronger relationships with each other so that during times of stress, they can provide the kind of support that only close neighbors can when it counts. Don't just listen to us - many experts agree!



WHAT THE EXPERTS ARE SAYING!

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

WHO IS BEHIND NEIGHBORFEST?



Earthquake
Country
Alliance

We're all in this together.

ABOUT ECA

The Earthquake Country Alliance (ECA) was created in 2003 by the Southern California Earthquake Center (SCEC) with many partner organizations in southern California, and in 2009 became a statewide public-private-grassroots organization with additional regional alliances in the San Francisco Bay Area and Redwood Coast, all which organize local activities and coordination. ECA's sector-based committees develop resources and programs for statewide audiences, and ECA's outreach bureaus manage recruitment for ShakeOut and Tsunami Week, provide speakers and booths for events, and coordinate media relations. ECA is coordinated by SCEC through annual funding provided by the California Governor's Office of Emergency Services (CalOES) and FEMA.

What we do to prepare now, before the next disaster, will determine our quality of life afterwards. ECA's vision is that via our partnerships and activities, Californians are inspired to take active steps to prepare and protect themselves, their families, their organizations, and their communities; and that they share their activities with one another to perpetuate a culture of resiliency. **Learn more at www.EarthquakeCountry.org.**



ABOUT NEN

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.

GET STARTED

Getting started with your Neighborfest is easy — just find a planning buddy, confirm basic details, and invite the community to help plan the rest!

OBJECTIVES

- FIND A CO-HOST & MAKE A HOST TEAM CANDIDATE LIST
- CONFIRM NEIGHBORFEST BASICS
- INVITE PEOPLE TO A PLANNING MEETING

RESOURCES

- HOST TEAM CANDIDATE LIST WORKSHEET
- TIMELINE WORKSHEET
- DAY & TIME WORKSHEET

HOST TEAM

FINDING A GREAT CO-HOST

Producing a world class Block Party is a lot of fun but there can be a lot of moving parts to organizing it. That's why we recommend getting at least one, if not two, cohost who can help stay on top of some of the key administrative task as well as support the creation and management of a robust Host Team.

If you have two people that want to step up – offer them both the chance to co-host. That way in case something comes up unexpectedly, you're not left to manage the administration on your own.

Ideal Skills to Look for:

- Event Management Experience
- Team Management Experience
- Online Program Management Experience (i.e. google groups)

HOST TEAM CANDIDATE PROSPECTING

An essential ingredient to any successful event is the team that puts it together. A key early responsibility for the Host and Co-Hosts is to create a list of candidates for the Host Team. Similar to securing a great Co-Host, be sure to think about the skills and resources you'll need to produce a great event. Use the Host Team Candidate Worksheet to kickstart your brainstorm of potential Host Team members.

GET STARTED

Keep in mind — the more inclusive your Neighborfest, the better prepared your block will be to support all community members during an emergency! To help make your Neighborfest inclusive, all Host Teams should have multilingual speakers of any language that is common in your community and volunteers strong enough to assist those needing extra support with wheelchairs or walkers.

Many hands make light work, so keep brainstorming until your invite list is long!

SKILLS TO LOOK FOR

- Food Production – someone with food and beverage experience
- Games & Activities – someone who enjoys organizing activities for kids (i.e. jumpy house, face painting)... and adults
- Entertainment – someone who is passionate about music and may know artists who may want to perform
- Marketing – someone who is good at marketing events to the community using social media platforms and other traditional outreach approaches
- Budget and Finance – someone who is good at tracking event needs, associated costs and making sure that everything gets paid for
- Disaster Preparedness Outreach – someone who is passionate about disaster preparedness and wants to oversee the Neighborfest Preparedness table and reach out to local first responder agencies to attend
- Safety – someone who is able to provide first aid support to anyone who may need help

RESOURCES TO LOOK FOR

- Tables and Chairs
- BBQs
- Ice Chests
- Consumer level sound system
- Walkie Talkies
- Games (i.e. corn hole set)

MAKING THE INVITE

Once you've compiled contact information for everyone on your invitation list, you're ready to invite! Ideally, give people at least two weeks advance notice about the meeting and be sure to include the date, time, and location as well as any entry instructions for the meeting.

Try to reach people via email and phone for your initial invitation so you can be sure it got through. Invite reminders can be email only and are good to send out a day or two before your meeting.

EVENT BASICS

FINDING THE BEST DATE AND TIME

- Once you've recruited a Co-Host, you'll work with them on finding a day and time for the Neighborfest. Use the Day and Time Worksheet to choose a date and time of day for your Neighborfest.
- Use the Timeline Worksheet to help pick a date that gives you enough lead time to organize your Host Team and obtain any necessary permits. Neighborfest recommends 12-14 weeks to plan your Neighborfest to take full advantage of the toolkit and get practice with the organizing needed to support your community during a large-scale disaster.

CHOOSING AN IDEAL LOCATION

The physical location of your event is an important first decision, so take the following into consideration:

- 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.
- Avoid selecting a street that is a major thoroughfare or has public transit or an emergency facility (fire station, hospital, police station). Additional restrictions may apply based on the street closure requirements for your city. Review your city's block party permits and regulations before confirming your location.

YOUR NOTES

SKILLS PROSPECTING

Skill Needed:	Prospect Name:	Prospect Contact Info:
Skill Needed:	Prospect Name:	Prospect Contact Info:
Skill Needed:	Prospect Name:	Prospect Contact Info:
Skill Needed:	Prospect Name:	Prospect Contact Info:
Skill Needed:	Prospect Name:	Prospect Contact Info:
Skill Needed:	Prospect Name:	Prospect Contact Info:
Skill Needed:	Prospect Name:	Prospect Contact Info:
Skill Needed:	Prospect Name:	Prospect Contact Info:
Skill Needed:	Prospect Name:	Prospect Contact Info:

RESOURCES PROSPECTING

Resource Needed:	Prospect Name:	Prospect Contact Info:
Resource Needed:	Prospect Name:	Prospect Contact Info:
Resource Needed:	Prospect Name:	Prospect Contact Info:
Resource Needed:	Prospect Name:	Prospect Contact Info:
Resource Needed:	Prospect Name:	Prospect Contact Info:
Resource Needed:	Prospect Name:	Prospect Contact Info:
Resource Needed:	Prospect Name:	Prospect Contact Info:

SAMPLE NEIGHBORFEST TIMELINE

13-14 WEEKS OUT

- Confirm Co-Host(s)
- Confirm day and time for Neighborfest
- Create Host Team Candidate List

12-13 WEEKS OUT

- Complete and submit a Neighborfest Application
- Send invitations to the Host Team Candidate list for your first planning meeting

10-11 WEEKS OUT

- Host the first planning meeting
- Confirm committees and leads

8-9 WEEKS OUT

- Convene committees
- Finalize committee workplans

6-7 WEEKS OUT

- Send donation solicitations
- Place rental and service order (bounce houses, street cleaning, etc)
- Obtain additional permits and insurance as needed
- Finalize event-layout and activities
- Send invites to volunteers

4-5 WEEKS OUT

- Send official invites to neighbors and community members (phone / email / flyer)

2-3 WEEKS OUT

- Reconvene Host Team for a day-of planning meeting
- Confirm Day-of Timeline, Equipment & Supply List, and Assignment Sheet
- Send invite reminders to neighbors and community members (phone / email / flyer)
- Confirm all rental and service orders

3 DAYS OUT

- Flyer cars parked on and around the Neighborfest block
- Send invite reminders to neighbors and community members (email)

DAY BEFORE

- Send Day-Of Timeline, Equipment & Supply List, and Assignment Sheet to day-of volunteers
- Confirm pre-event huddle time & location with the setup team

GET STARTED

OF _____ OUT FROM EVENT

- Confirm Co-Host(s)
- Confirm day and time for Neighborfest
- Complete Host Team Candidate List
-
-
-

OF _____ OUT FROM EVENT

- Complete and Submit Neighborfest Application
- Send invitations to the Planning Meeting
-
-

OF _____ OUT FROM EVENT

- Host the first planning meeting
- Confirm committees and leads
-
-
-

OF _____ OUT FROM EVENT

- Convene Committees
- Finalize committee workplans
-
-
-

OF _____ OUT FROM EVENT

- Send donation solicitations
- Place rental and service order (bounce houses, street cleaning, etc)
- Obtain additional permits and insurance as needed
- Finalize event-layout and activities
- Send invites to volunteers
-
-
-

OF _____ OUT FROM EVENT

- Send official invites to neighbors and community members (phone / email / flyer)
-
-
-

OF _____ OUT FROM EVENT

- Reconven Host Team for Day-Of Planning Meeting
- Confirm Day-of Timeline and Equipment and volunteer assignment lists
- Send invite reminders to neighbors and community members (email / flyer)
- Confirm all rental and service orders
-
-

OF _____ OUT FROM EVENT

- Flyer cars parked on and around the Neighborfest block
- Send invite reminders to neighbors and community members (email)
-
-
-

OF _____ OUT FROM EVENT

- Send Day-Of Timeline, Equipment & Supply List, and Assignment Sheet to day-of volunteers
- Confirm pre-event huddle time & location with the setup team
-
-
-

WRAP IT UP!

SCHEDULING WORKSHEET

SCHEDULE IT LIKE A PRO

DAY & TIME OF YEAR

- Pick a date that gives you enough lead time to organize your Host Team and obtain any necessary permits.
- Weather has a big impact on attendance, so look up seasonal weather patterns before selecting a date.
- Annual celebration or holiday events you already observe with your neighbors are great to target .
- *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.

EVENT TIMING

- *Set-Up & Breakdown Time* — Depending on the complexity of your event, plan to give yourself at least two hours before and after your Neighborfest to setup and breakdown. Be sure to enlist attendees in clean-up tasks starting about 45 minutes before the end of the Neighborfest so the breakdown volunteers can wrap-up fast.
- *Event-Time* — It's important to select a start and end time that affords everyone a chance to socialize and enjoy the fun, but doesn't spread the attendance out too much or put a strain on Day-Of volunteers. Generally, Neighborfest recommends a 3-4 hour event in the middle of the day.

YOUR NOTES

FINAL DATE & TIME

EVENT DATE:

DAY OF WEEK:

EVENT START:

EVENT END:

GET ORGANIZED

Once you've gathered the Host Team, it's time to get organized about having fun together! For a successful first planning meeting, follow a basic agenda to keep the tone informal, yet organized and results oriented.

OBJECTIVES

- **HOST THE FIRST PLANNING MEETING**
- **CONFIRM ACTIVITIES & COMMITTEES**
- **ASSIGN COMMITTEE LEADS**
- **CONFIRM DAY-OF MEETING DETAILS**

RESOURCES

- **FIRST PLANNING MEETING AGENDA**
- **COMMITTEE WORKSHEET**
- **SIGN-IN SHEET TEMPLATE**

PREPARING FOR YOUR FIRST PLANNING MEETING

- Ideally, meet at least 10 weeks before the event to give everyone time to convene their committees and make headway on their workplans before the big day.
- Plan for staying connected - 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.
- Don't feel obliged to provide a meal or a large buffet. Water and a few snacks to nibble on during the course of the meeting are great.
- Since this may be the first time your neighbors have been to your house and/or met each other, put a welcome sign on the front door and put name tags close to the entryway.
- Provide attendees with pen and paper to take notes.

FACILITATE LIKE A PRO

The best way to cover everything you need to during a meeting is to take time *before* to create a strong agenda. Use the agenda templates in the toolkit to get started and keep any meeting productive and engaging with these simple tips:

- Encourage a friendly and respectful meeting culture by ensure everyone is wearing a name tag before you begin the meeting and encourage attendees to use each other's names during discussion time.
- Always review the agenda and basic housekeeping items like restroom location at the beginning of the meeting. This helps set people's expectations for what will be discussed and manage themselves without disrupting the meeting.
- Start meetings by having everyone share their name and a little about themselves to strengthen your community bond and surface new resources, skills, and connections, even with neighbors you've known for years! Decide on a simple prompt like "What's your favorite family dish" or "What was your first job?" before the meeting to ensure you take this time to share.
- Assign a note taker at the beginning of each meeting to record the group's decisions. Many of the templates in this toolkit are designed to be completed during a meeting so your action plan is created in real-time. Have everyone take a photo of the completed template(s) and/or notes at the end of every meeting so no one has to wait for (or do!) the transcriptions.
- Busy agenda? Set time limits on each agenda item and assign a dedicated timekeeper.
- Brainstorming? Avoid group think and encourage a sense of inclusion for everyone by practicing 1-2-All facilitation. During 1-2-All facilitation, attendees are asked to reflect on the topic by themselves first, then share with another attendee. At the end, the pairs share back to the group on the discussion they had with each other.

YOUR NOTES

COMMITTEE RESPONSIBILITIES OVERVIEW

ADMINISTRATION & FINANCE COMMITTEE RESPONSIBILITIES

- CONVENE & ORGANIZE HOST TEAM MEETINGS
- MANAGE PERMITTING, INSURANCE, AND OTHER ADMINISTRATIVE TASKS
- MANAGE BUDGET AND COORDINATE FUNDRAISING ACTIVITIES

OUTREACH COMMITTEE RESPONSIBILITIES

- CREATE FLYER OR POSTER
- RECRUIT MULTILINGUAL VOLUNTEERS FOR OUTREACH TASKS
- COORDINATE DISTRIBUTE OF FLYER & DOORKNOCKING AND DIGITAL OUTREACH

EVENT PRODUCTION COMMITTEE RESPONSIBILITIES

- CREATE EVENT LAYOUT IN COLLABORATION WITH HOST TEAM
- DEVELOP PRODUCTION PLAN & SAFETY PROTOCOLS
- CONFIRM DAY-OF EQUIPMENT & SUPPLY LIST, ASSIGNMENT SHEET, & TIMELINE

EMERGENCY PREPAREDNESS COMMITTEE RESPONSIBILITIES Neighborfest is all about getting your community prepared for an emergency, so be sure to put time and energy towards gathering safety preparedness materials and recruiting emergency management and mitigation services to table or conduct trainings at your event. For more resources, visit www.EarthquakeCountry.org/alliance

FOOD AND BEVERAGE COMMITTEE RESPONSIBILITIES

- CONFIRM FOOD & BEVERAGE PLAN
- COORDINATE FOOD & BEVERAGE LOGISTICS
- COORDINATE DAY-OF FOOD SERVICE EQUIPMENT

GAMES AND ENTERTAINMENT COMMITTEE

- BRAINSTORM AND COORDINATING ACTIVITIES AND ENTERTAINMENT
- COORDINATE SPECIAL RENTAL EQUIPMENT (JUMP HOUSES, STAGES, ETC)
- RECRUIT & COORDINATE GUEST ASSISTANT VOLUNTEERS

PLANNING MEETING WORKSHEET

FIRST PLANNING MEETING OBJECTIVES

- *Give Everyone The Basics* — Be sure everyone gets the event day, time, and location.
- *Review Past Celebrations, Good & Bad* — There is a good chance that in the past there have been block parties or similar gatherings in your neighborhood. Solicit recollections from the group and get specific about what they liked and did not.
- *Brainstorm Activities Your Community Will Enjoy* — A great way to get lots of ideas is to give everyone scrap paper and have them anonymously write down activities they love OR activities they've always wanted to try. Compile all the ideas and organize them into categories for the group to vote on.
- *Confirm Committees & Assign Leads For Each* — Once you've decided on some basic activities, you're ready to confirm what committees you'll need to make your Neighborfest come to life. Use the Committee Worksheet to help determine what committees you need and assign leads to each.
- *Confirm The Information Sharing & Meeting Strategy* —
 - Before everyone leaves, be sure to collect and validate everyone's contact information
 - Confirm how and when correspondences will go out to the group
 - Confirm the date, time and location of the Day-Of Planning Meeting

YOUR NOTES

COMMITTEE NAME: HOST TEAM

MEETING DATE & TIME: THURSDAY, SEPTEMBER 22ND, 2019

MEETING LOCATION: MEL'S HOUSE, 225 SYCAMORE STREET

MEETING OBJECTIVES:

1. CONFIRM ACTIVITIES AND COMMITTEES
2. ASSIGN COMMITTEE LEADS
3. CONFIRM NEXT MEETING DATE, TIME AND LOCATION

ATTENDEES:

INTRODUCTIONS & HOUSEKEEPING

- Preview Agenda & Housekeeping Items:
- Icebreaker prompt: Where do you live and what brought you here?

REVIEW

- Event Basics - Date, Time, Location
- Review Current Meeting Objectives

AGENDA ITEMS

- Past community celebrations - what did we like/not like?
- What do we want to do?
- What committees are needed?
- Who can lead each committee?

NEXT STEPS

- Communication Sharing Strategy
 - Validate contact info
 - Confirm when/how follow-ups will be sent
- Confirm Day-Of Planning Meeting Date, Time, Location:

MEETING SIGN-IN SHEET

LAST NAME	FIRST NAME	ORGANIZATION/AFFILIATION	PHONE	EMAIL

COMMITTEE NAME:**COMMITTEE LEAD:****PHONE:****EMAIL:****COMMITTEE TASKS:****COMMITTEE NAME:****COMMITTEE LEAD:****PHONE:****EMAIL:****COMMITTEE TASKS:****COMMITTEE NAME:****COMMITTEE LEAD:****PHONE:****EMAIL:****COMMITTEE TASKS:**

GET TO WORK

Most tasks for your Neighboforfest will be completed by committees, so it's important to get them up and running early. Committees are encouraged to meet often so they can get to the finish line for outreach, fundraising, programming, and logistics before their Neighborfest touches ground.

OBJECTIVES

- **HOST COMMITTEES MEETINGS & CREATE WORKPLANS**
- **CONDUCT OUTREACH, FUNDRAISING, PROGRAMMING, AND LOGISTICS TASKS**

RESOURCES

- **AGENDA WORKSHEET**
- **COMMITTEE WORKPLAN WORKSHEET**
- **OUTREACH CHECKLIST**
- **FOOD & BEVERAGE CHECKLIST**
- **EVENT PRODUCTION CHECKLIST**
- **ENTERT. & ACTIVITIES CHECKLIST**

SUCCESSFUL COMMITTEE MANAGEMENT

Committees are a tried and true way to distribute work and responsibilities to a large group of people. With the right committee structures, leads, and volunteers, work will be a breeze because you'll have enough hands and collective skills to get any job done.

- Committee Leads will be in charge of convening a meeting as soon as possible after the first planning meeting.
- Other committee members don't have to be part of the Host Team, so don't be shy in making invites to a bigger pool of neighbors and community members to help get the work done!

FIRST COMMITTEE MEETING OBJECTIVES

- *Identify Tasks & Timelines*— When you first gather your committee members, you'll need to outline specific tasks the committee will be accomplishing and when they need to be done. It's best to do this before you assign who will be doing the tasks so that everyone can stay focused on the needs of the group over concerns around their own ability or capacity to execute a task.
- *Assign Task To Specific People* — Once you have a good sense of what needs to happen and when, people can volunteer or you can help assign specific tasks to people based on their availability, skills, and interest.
- *Accountability Plan* — When and how will you update each other on progress to-date?

COMMITTEE NAME:

MEETING DATE & TIME:

MEETING LOCATION:

MEETING OBJECTIVES:

- 1.
- 2.
- 3.

ATTENDEES:

INTRODUCTIONS & HOUSEKEEPING

- Preview Agenda & Housekeeping Items:
- Icebreaker Prompt:

REVIEW

- Recap Past Meeting/Decision(s)
- Review Current Meeting Objectives

AGENDA ITEMS

-
-
-
-

NEXT STEPS

- Review Decisions, Tasks, and/or Assignments:
 -
 -
 -
- Meeting(s) To Confirm:

COMMITTEE NAME:**COMMITTEE LEAD:****COMMITTEE CONTACT LIST:**

NAME	PHONE	EMAIL

COMMITTEE TASK LIST

DUE DATE	TASK	ASSIGNED TO

COMMITTEE TASK LIST

[illegible]

ADMINISTRATION & FINANCE CHECKLIST

COMMITTEE RESPONSIBILITIES

- CONVENE & ORGANIZE HOST COMMITTEE MEETINGS
- MANAGE PERMITTING, INSURANCE, AND OTHER ADMINISTRATIVE TASKS
- MANAGE BUDGET AND COORDINATE FUNDRAISING ACTIVITIES

TEAMS & TASKS TO COORDINATE

HOST TEAM ADMINISTRATION

Getting the Host Team up and running and coordinating follow-ups is an important part of any successful Neighborfest, so clearly define this role for someone on your Administrative and Finance Committee

PERMITS & INSURANCE

Permitting requirements changes from town to town, so check with for your local permit regulations early so you can submit applications on time.

Insurance requirements are also different depending on where you host your Neighborfest. Even if not required, one-day event insurance is recommended and can be found online for \$50-\$500 depending on the activities you have planned.

BUDGET & DONATIONS

- 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 Team who may have paid up front.
- 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!

SAMPLE BLOCK PARTY BUDGET

ITEM

TOTAL AMOUNT

Jumpy House	
Applicable Permits	
Barricade Rentals	
Table Cloths	
Flyers / Posters	
Balloons/string/streamers	
Tape (packing, duct, & scotch)	
Rope/String	
Name Tags	
Face Paint	
Office Supplies (pens, markers, etc.)	
Beverages	
Trash Bags	
Paper Towels	
Plates, plastic cups, utensils, and napkins	
Charcoal	
Ice	
Sunblock	
Toys & Prizes	
Condiments	
One-day Event Insurance	
TOTAL	

YOUR BUDGET

GET TO WORK

[illegible]

OUTREACH CHECKLIST

COMMITTEE RESPONSIBILITIES

- **CREATE FLYER OR POSTER**
- **RECRUIT MULTILINGUAL VOLUNTEERS FOR OUTREACH TASKS**
- **COORDINATE DISTRIBUTE OF FLYER & DOORKNOCKING AND DIGITAL OUTREACH**

TEAMS & TASKS TO COORDINATE

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 and languages to reach people.

CREATE A FLYER OR POSTER

Use the Neighborfest flyer template or create your own flyer. Either way, be sure to include:

- Date
- Time
- Location
- Whom to contact for more information

DISTRIBUTE FLYERS

- Leave flyers at homes and/or apartment lobbies on your block, your local daycare center, and community centers that are close by.
- 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!

WORD OF MOUTH

- Recruiting neighbors who speak multiple languages will increase a diverse turnout.
- Just knocking on your neighbors' doors or chatting with them on the street gets the word going. Give them flyers and encourage them to pass along the news.
- Activate your phone tree.

ALERT PEOPLE ONLINE

- The more channels you use, the more people your invitation will reach! Here are some tips for using digital outreach, but keeping it local.
- If you have emails for neighbors via a homeowners association or neighborhood watch list, be sure to email them early and often about the Neighborfest and how to get involved.
- If you have a website for your community, post early and often about the Neighborfest and how to get involved.
- Facebook - Many neighborhoods and/or homeowner associations have Facebook groups. If you belong to one, create a Facebook event there and/or share it with the group from your own account.
- Nextdoor - Depending on where you live, there may already be a large network of neighbors communicating on Nextdoor. See if there are any groups that match your location that you can join and share with.

We Hope You'll Join Us For A
NEIGHBORFEST
Block Party!

When: _____

Where: _____

Help the community have fun!
Please move your car off the
street during the hours
listed above.

FOR MORE INFORMATION, CONTACT:



EVENT-PRODUCTION CHECKLIST

COMMITTEE RESPONSIBILITIES

- CREATE EVENT LAYOUT IN COLLABORATION WITH HOST TEAM
- DEVELOP PRODUCTION PLAN & SAFETY PROTOCOLS
- CONFIRM DAY-OF EQUIPMENT & SUPPLY LIST, ASSIGNMENT SHEET, & TIMELINE

TEAMS & TASKS TO COORDINATE

EVENT SET-UP AND BREAKDOWN LEADS

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 and returning all borrowed/rented equipment are major responsibilities that ensure a smooth and relaxing end to a fun and well organized event.

WASTE MANAGEMENT

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 recycling and trash cans throughout your event space.

SAFETY PROTOCOLS

Depending on the size and layout of your Neighborfest, you'll want several volunteers on hand to support with important safety tasks. At a minimum, Neighborfest recommends having at least one volunteer dedicated to the following activities:

- Supervising first aid
- Assisting guests with mobility needs
- Assisting vehicles that need to exit the footprint and monitoring the barricades

FACILITIES

When you're in the street, basic amenities like a toilet, electricity, and water need to be coordinated. Usually Neighborfests have guests use their own restrooms, but it's a good idea to confirm who will be providing a restrooms for guests who don't live on the block. Additionally, having a point to provide water and electricity via a hose and/or extension chord will help make your event-day smooth.

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.

EVENT SET-UP AND BREAKDOWN NEEDS

WASTE MANAGEMENT

SAFETY PROTOCOLS

FACILITIES

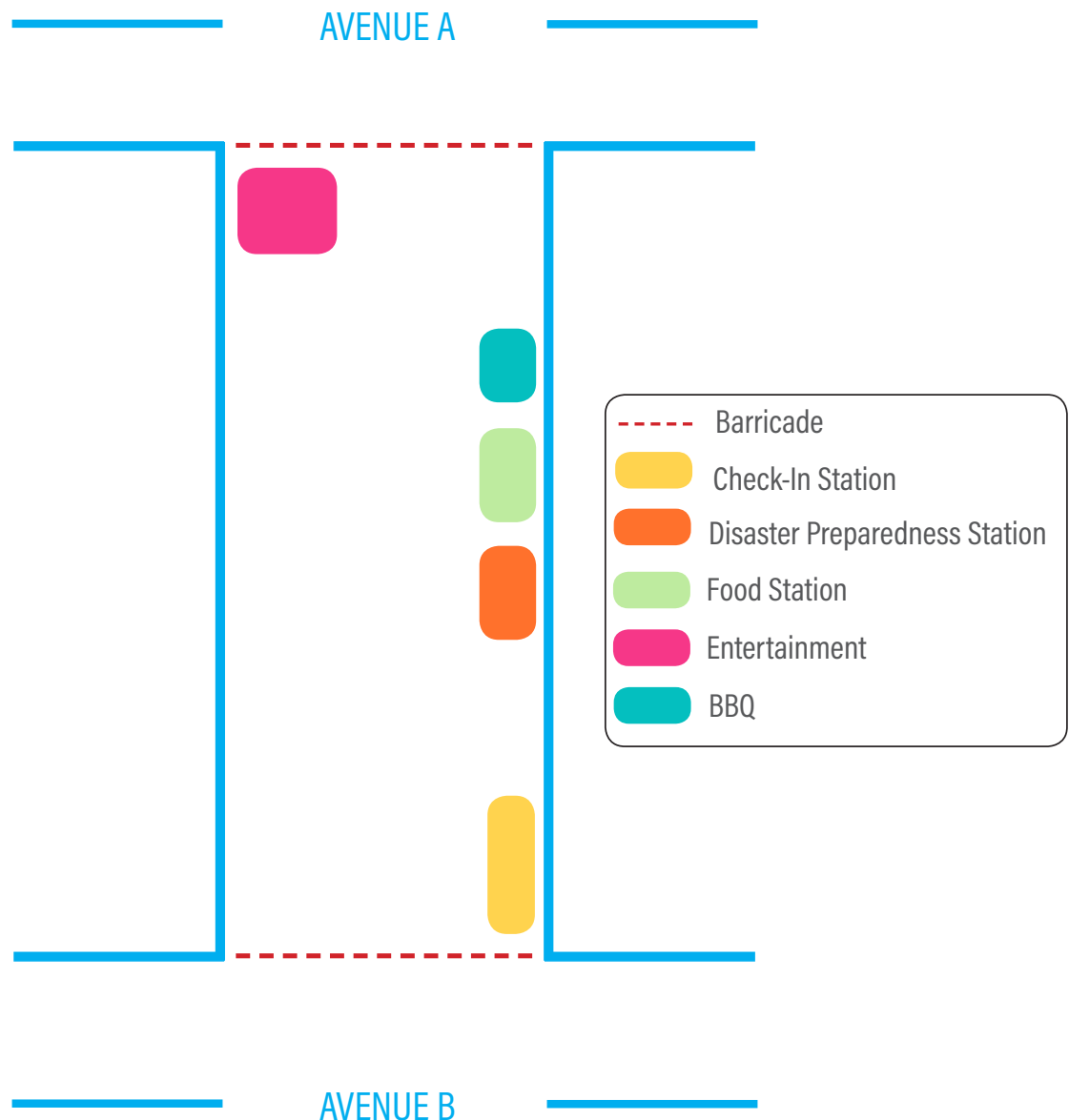
MASTER OF CEREMONIES

SAMPLE 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 there is one person assigned to coordinating the set-up of the site based on the sitemap created in advance of the event.

EXAMPLE BLOCK PARTY LAYOUT



PREPAREDNESS TABLE CHECKLIST

NEIGHBORFEST PREPAREDNESS STATION

In addition to providing neighbors with a fun and convenient way to come together and celebrate, the Neighborfest program also offers residents an easy way to get prepared for times of stress. It accomplishes this in three ways.

- Building the capacity of the residents to work as a team during times of stress to support the health and well-being of their neighbors – especially the vulnerable. By assembling a host team and creating and implementing an event plan, team members learn how to work together and acquire the skills and capacity to be there for each other when things go wrong.
- Increasing the level of connection amongst residents. Increasing the level of connection and trust between neighbors has been proven to be one of the most important steps in advancing people's readiness, especially the readiness of vulnerable residents who may need help immediately after a disaster with evacuation or sheltering in place. The Neighborfest creates that space for neighbors to come out of their home and meet/reconnect with the folks around them.
- Helping people learn more about their community and their personal level of readiness. Everyone's resilience is connected to the readiness of those around them, the resources they have in their home, on their block and in the surrounding community. The Neighborfest Preparedness Station advances this goal.

The Neighborfest Preparedness Station is the dedicated area of the event for engaging attendees about their individual and collective disaster readiness. The Earthquake Country Alliance is committed to providing you with the tools and resources you'll need to offer guests with a fun and immersive learning experience that will empower them with the awareness of:

- Who lives on their block and where
- Where the essential resources they may need after a disaster are
- What steps to take to increase their personal, and families readiness

THE ECA SUPPORTS THIS EFFORT BY PROVIDING YOU WITH THE FOLLOWING

- The Map Your Resilientville Worksheet that lets the guest document where they live on the block as well as where essential resources are in their home, on their block and in the surrounding community
- Preparedness collateral that informs them of smart investments they can make in strengthening their home, protecting their finances and protecting their health and well-being
- Sample products that people can use to make their home safer (i.e. straps to hold down a bookshelf). At the end of the event, the samples can be raffled off to folks who participated in the Map Your Resilientville exercise.

All of these resources will arrive by mail and will be ready for you to use at your preparedness station.

PREPAREDNESS TABLE CHECKLIST

WHAT YOU'LL NEED:

- A Preparedness Station Manager
- ECA-provided Preparedness Materials
- A folding table – standing banquet size is ideal (6ft by 30 inches)
- A tablecloth (optional) – if you have a spare tablecloth that you don't mind if it gets ink and food on it, then use it to cover the table. It will make the station look more professional.
- Two chairs
- Colored Markers for people to use to complete the Map Your Resilientville exercise
- Tape, or clamps, to hold the Map down and prevent it from blowing away
- A pop-up tent for protection from the elements

WHERE TO SET UP:

Picking the right spot to set up your Preparedness Station will have a huge impact on how many people you will get to participate in the Map Your Resilientville Exercise. Things to consider:

- Be in the center of the action. All too often, people setup stations geared towards education in the periphery of the event. That's always a mistake. Try and secure a spot that in the middle of the action. Ideally between the food station and the games and activities areas
- Avoid spots that may be too sunny or windy. You'll find that more people will stop by and visit the station if it offers some relief from the elements.
- Create some distance between you and any amplified sound. Some Neighborfests have sound systems playing music. The goal of the Preparedness Station is to engage attendees in a conversation that might be easily over whelmed by the latest pop song. Save your voice, and hearing, and pick a site that allows you to engage people about their resilience without having to shout for three hours.

GETTING PEOPLE TO VISIT YOUR STATION

Preparedness Stations are surprisingly popular. A lot folks are there to have a good time and meet/catch up with friends. At some point, folks begin to look for activities that might be a little more engaging and interesting than the jumpy house or face painting. Here are some tips for getting as many people as possible to visit your station and participate in the Map Your Resilientville exercise.

- Keep your Station organized and attractive. Over the course of the day, people will be visiting your station, participating in the exercise and taking materials. Be sure to keep your station clean and organized by:
- Removing any plates / napkins / cups / etc. that folks may leave behind

PREPAREDNESS TABLE CHECKLIST

- Keep the pens in a cup next to the exercise so they are easy to grab
- Organize the preparedness collateral and so that people can see all the different materials you have displayed. Using rubber bands to keep the preparedness pieces from scattering across the table, or blowing away, is always a good idea
- Try and stand as much as possible. It may be hard, if not impossible, for some – but you can stand rather than sit – we find that more people tend to visit the station. If standing is not an option for you, then consider sitting to the side of the table, not behind it.
- Invite people over to the table. There is a good chance that a lot of folks may walk by your table and not stop by because they may not understand what you're doing. We encourage you to engage them as they walk by with the following approaches:
- If you know their name – use it. These are your neighbors and what you want to share with them is in their best interest. If you see a neighbor walk by that you know, use their name and invite them over to your station.
- Invite local First Responders to swing by your event and visit your Station. First Responders are often very happy to swing by block parties and meet folks. Reach out to your local police, fire and sheriff's departments and see if they can send a team over. A fire truck or squad car is always a hit with families and their kids.

ENGAGING GUESTS ABOUT PREPAREDNESS

Once people have approached your station and want to participate, here are some suggestions for how to engage them. Introduce yourself and let them know where you live and why you're managing the preparedness station. Example:

- "Hello! My name is Daniel and I live at 123 Main Street and I am a member of the local Community Emergency Response Team and I am out here today helping our community get ready for times of stress"
- If they ask "What do you mean by times of stress?", simply reply "We want to be ready for anything, an earthquake, fire, flood, heatwave or power outage."
- Invite them to play the Map Your Resilientville Game.
- Invite them to complete task one of the Map Your Resilientville – Identify where they live on the block.
- Invite them to complete task two of the Map Your Resilientville – Identify what resources are in your home, on the block or in the surrounding community.
- Once they have completed the Map Your Resilientville Game, encourage them to consider to take simple steps for increasing their readiness. The ECA will provide you with collateral that provides information on steps they take to strengthen their home as well as increase their individual and household readiness.

FOOD & BEVERAGE CHECKLIST

COMMITTEE RESPONSIBILITIES

- CONFIRM FOOD & BEVERAGE PLAN
- COORDINATE FOOD & BEVERAGE LOGISTICS
- COORDINATE DAY-OF FOOD SERVICE EQUIPMENT

TEAMS & TASKS TO COORDINATE

DELEGATE FOOD & BEVERAGE TASKS:

There are lots of ideas to divide the work and make it fun to feed the whole block! Here are a few ideas to get started:

- Assign items by the 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 to give them a heads up on 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 Team 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
- If your neighborhood is ethnically and culturally diverse, it could be fun to ask each family to bring a dish that is specific to their heritage.

FOOD & BEVERAGE EQUIPMENT LIST

The Food & Beverage committee will be responsible for bringing and/or coordinating the following:

- Tables for the food items to be set out on
- Disposable (preferably biodegradable / compostable) flatware, plates, cups, and napkins
- 3 coolers - one for ice to add to beverages, one for keeping beverages cold, and one for food items
- Labels and pens for guests to list food allergies / ingredients in their dishes
- A BBQ ready to go for people to load on their hot dogs, etc. If hosting a BBQ, be sure to have a fire extinguisher on hand and proper barricades around it to prevent attendees from touching the hot elements. Some cities require additional permitting to have a BBQ in the street, so check your local permitting restrictions if you plan to put a BBQ outside of a neighbors driveway, front yard, or side yard.
- Garbage cans (trash / compost / recyclables)

ENTERTAINMENT & ACTIVITIES CHECKLIST

COMMITTEE RESPONSIBILITIES

- BRAINSTORM AND COORDINATING ACTIVITIES AND ENTERTAINMENT
- COORDINATE SPECIAL RENTAL EQUIPMENT (JUMP HOUSES, STAGES, ETC)
- RECRUIT & COORDINATE GUEST ASSISTANT VOLUNTEERS

TEAMS & TASKS TO COORDINATE

As you think about activities for your Neighborfest, remember that the possibilities are endless. People of all ages love ice-breakers and games. Here is a list of ideas to get you started!

THEMES

- Holiday Celebration - Some neighborhood groups have a yearly social around a holiday. Equinox, Labor Day, Indigenous People's Day and Halloween 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 a local organization for tree planting or sidewalk greening.

BRAINSTORMING ACTIVITIES FOR ALL

- Provide three active games - *jump ropes tag, dance competition*
- Provide one accessible activity - *game table, arts and crafts*
- Provide one community building activity - *Comment board, clothing swap*

POPULAR ACTIVE GAMES

- Hula hoops, jump ropes & tug of war
- Potato-sack races, capture the flag
- Freeze dance and other dance competitions
- Relay races and other fitness challenges (most jumping jacks, fastest sprint, etc)

EASY ACCESSIBLE ACTIVITIES

- Seasonal arts and crafts projects
- Sidewalk chalk art
- Bubble-blowing
- Table-top game station (cards, dominos, checkers, etc)

CASUAL COMMUNITY BUILDING EXERCISES

- Comment box or board with a prompt (What would you like to see on this street? What's your favorite walking path?)
- Host a free table with themes for what the neighbors will swap

DON'T FORGET THE VOLUNTEERS!

Supervised activities have much better engagement, so we encourage you to get as many volunteers as possible to help host your activity stations!

GET READY

You're in the final stretch and it's time to get the Host Team back together for the finishing touches. Your last meeting will help your Host Team prepare a day-of equipment list, timeline, and assignment sheet to make the event smooth and enjoyable for everyone.

OBJECTIVES

- RECONVENE THE HOST TEAM
- CONFIRM MASTER EQUIPMENT LIST
- ESTABLISH DAY-OF TIMELINE
- ASSIGN DAY-OF RESPONSIBILITIES

RESOURCES

- AGENDA WORKSHEET
- EQUIPMENT & SUPPLY WORKSHEET
- DAY-OF TIMELINE WORKSHEET
- DAY-OF ASSIGNMENT WORKSHEET

PREPARING FOR YOUR DAY-OF PLANNING MEETING

- Ideally, meet at 2-3 weeks before the event to give everyone time to close loose ends.
- Plan for a productive meeting by sharing the Day-Of Equipment, Timeline and Assignment Worksheets in advance of the meeting.
- Provide attendees with pen and paper to take notes and print a copy out of the worksheets for the note taker.

DAY-OF PLANNING MEETING OBJECTIVES

- *Day-Of Timeline* — It's important to establish a detailed event day so everyone is on the same page about when they're arriving and/or expected to delivery equipment and supplies.
- *Equipment & Supplies* — By now, each committee should have a good sense of the supplies and equipment they need, at what time it's needed, and where it's coming from. Creating a consolidated list of the resources will help everyone rest easy the night before. Use the Equipment & Supply Worksheet to create your list during the meeting.
- *Day-Of Responsibilities* — From emptying trash to reffing the hula hoop contest, there's something for everyone to do on event-day! Be sure the basics are covered in advance so everyone can enjoy the fun by completing the Day-Of Roles & Responsibilities Worksheet.

SAMPLE DAY-OF TIMELINE

SETUP START

10:00 AM

- Set-Up Team Arrives
- Distribute printouts of Day-of Timeline, Assignment Sheet, and Equipment & Supply
- Host Pre-Event Huddle

10:30 AM

- 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 by 9:00 am.
- Stage block party supplies & equipment on sidewalks and barricades at the end of the block. **DO NOT** set up in the street before the barricades are in place for the street closure and your permitted time begins.

11:00 AM

- Move barricades into the street to close it vehicle traffic.
- Setup the guest Registration and First Aid table.
- If you have a rented item (bouncy house) it should arrive around this time.

11:30 AM

- Set up food and beverage area / garbage / recycling / composting.
- Set up games and activity areas.

12:00 PM - PARTY TIME!

- Neighborfest officially opens to guests.
- Fire up the BBQs and open the food station!

12:00 - 3:00 PM

- Monitor the different areas of your event to ensure stations are staffed and safety protocols are in place.
- Enjoy your event!

3:00 PM

- Make an announcement thanking everyone who attended and directions on how they can help clean-up. Helping collect and sort trash that's been left around is great for guests as they leave!
- Ask volunteers to organize and pack their stations.

3:30 PM - CLOSE IT DOWN

- Neighborfest officially ends.
- Direct volunteers and guests to move equipment and persons out of the street and onto the sidewalk or final storage place.

4:00 -4:30 PM

- Dispose of trash.
- Ensure equipment is packed and/or stored.
- Ensure everyone is safely out of the street.
- Remove barricades.

BREAKDOWN END

SETUP START

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BREAKDOWN END

EVENT-DAY CONTACT LIST:

NAME	PHONE	EMAIL

EVENT DAY TASK ASSIGNMENTS:

WHEN	WHAT	WHO

SAMPLE SUPPLY & EQUIPMENT LIST

- ☐ PERMITS, DAY-OF TIMELINE, DAY-OF ASSIGNMENT SHEET, EQUIPMENT & SUPPLY LIST
- ☐ SIGN-IN SHEET, NAME TAGS, PENS & MARKERS
- ☐ BARRICADES, SAFETY VESTS, STOP SIGNS
- ☐ GARBAGE CANS- FOR TRASH, RECYCLING, AND COMPOST
- ☐ FIRST AID KIT (DON'T FORGET THE SUNBLOCK!)
- ☐ WATER STATION & OTHER BEVERAGES
- ☐ PLATES, PLASTIC CUPS, UTENSILS, AND NAPKINS OR PAPER TOWELS
- ☐ BBQ, CHARCOAL, BBQ SET, COOLERS
- ☐ CLEAR TAPE, DUCT TAPE, ROPE/STRING
- ☐ TABLE CLOTHS
- ☐ SOUND SYSTEM
- ☐ BALLOONS, STRING, HELIUM

YOUR SUPPLY LIST

GET READY

[illegible]

GET THE PARTY STARTED!

Your Neighborfest is here — time to get the party started!

With all the hard work you've done, it will be a breeze to execute your plans and have fun with your whole community while making it stronger and more resilient.

OBJECTIVES

- **HOST PRE-EVENT HUDDLE**
- **IMPLEMENT YOUR DAY-OF TIMELINE**
- **BE SAFE AND HAVE FUN!**

RESOURCES

- **DAY-OF VOLUNTEERS**
- **DAY-OF TIMELINE**
- **EQUIPMENT & SUPPLY LIST**
- **DAY-OF ASSIGNMENT SHEET**

PREPARING FOR YOUR BIG DAY!

- Printout copies of the sign-in sheet, Day-Of Timeline, Assignment Sheet, and Equipment & Supply List for yourself and others.
- The night before, remind your setup team about when and where they're meeting for the Pre-Event Huddle.
- Get a good night of rest!

PRE-EVENT HUDDLE OBJECTIVES

- *Day-Of Timeline* — Review the Day-Of Timeline and confirm any adjustments that need to be made.
- *Equipment & Supplies* — Review the Equipment & Supply List and relay any cancellations or late arrivals.
- *Day-Of Responsibilities* — Review the Day-Of Assignment Sheet and confirm coverage for anyone who cancelled last minute and where to prioritize walk-up volunteers.
- *Safety Protocol* — Remind everyone of where the first aid station will be, who is point for directing vehicle traffic, and who will be point for calling 911 or other emergency services.

NEIGHBORFEST SIGN-IN SHEET

	LAST NAME	FIRST NAME	ADDRESS	PHONE	EMAIL

WRAP IT UP

You did it! On behalf of the whole Neighborfest family - congratulations and thank you for helping make California stronger and more resilient. Don't forget to wrap things up by capturing lessons learned, closing out logistics, and sending thank yous so you have a strong foundation for next year.

OBJECTIVES

- CAPTURE "LESSONS LEARNED"
- CLOSE OUT LOGISTICS
- SEND THANK YOUS

RESOURCES

- AGENDA WORKSHEET
- DEBRIEF CHECKLIST
- EQUIPMENT & SUPPLY LIST
- THANK YOU TEMPLATE

BUILDING A STRONG FOUNDATION FOR NEXT YEAR

Taking time to wrap things up at the end of your Neighborfest will create a strong foundation for next year and any other project you want to complete with the neighbors on your block. Here's a simple list to follow to make sure you've closed out your equipment and thank yous:

- Return any rented or borrowed items such as tables, chairs or the BBQ.
- Send thank-you letters/e-mails to everyone who volunteered and participated, *especially* thank-you notes to organizations that donated money or supplies.
- Post pictures and video footage on your own personal website (Facebook, Flickr, Nextdoor, Youtube, Instagram, etc.) Follow up with Host Team members and evaluate your event. ECA will be contacting you to conduct an event assessment.
- 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 Program or Playbook to Neighborfest@LivableCity.org.
- We encourage you to continue getting to know your neighbors 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.