



neighborhood empowerment
network

NEIGHBORFEST PLAYBOOK



nen

NEIGHBORHOOD EMPOWERMENT NETWORK



GUIDANCE



FORMS



FLYERS

The World's Greatest Block Party

WHO IS BEHIND NEIGHBORFEST



The Neighborhood Empowerment Network (NEN) is an initiative of the City & County of San Francisco and is hosted in Department of Emergency Management. Founded in 2007, The NEN is a coalition of non-profits, government agencies, faith based & academic institutions, foundations and civic networks.

Building on the lessons learned from Hurricane Katrina, The NEN's mission is to empower community stakeholders to establish local networks (HUBs) that are advancing their disaster resilience year-round at the individual, organizational and community levels from the block up.

During times of stress, the HUBs activate in concert with the emergency management community to protect the health and well-being of the neighborhood's most vulnerable residents and institutions. For more about the NEN and Neighborfest, please visit Neighborfest.org.



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 EarthquakeCountry.org.

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CONGRATULATIONS ON DECIDING TO BECOME A NEIGHBORFEST HOST!

Everyone wants to live in a safe, connected, and healthy community. The challenge is that everyone is so busy with their day-to-day routine, it's hard to find 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 neighboring. 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 Playbook will help make sure planning your block party is as easy as possible.

WHAT IS A NEIGHBORFEST?

A Neighborfest block party offers neighbors a chance to connect, have fun, enjoy great food and games, and strengthen their community's resilience.

WHAT ARE THE BENEFITS OF HOSTING A NEIGHBORFEST?

Connected communities are safer communities. However, in today's busy world, it's hard to build relationships with the folks around you. After years of research, we discovered that hosting a block party is not only a lot of fun, it's also the easiest/fastest way to get the whole block together to break bread and get to know each other. Also, based on our recent analysis, hosting a Neighborfest can also prepare your community to work together during times of stress to protect vulnerable residents on the block.

USE THE PLAYBOOK!

Launched in 2016, the Neighborfest team has worked diligently to offer hosts a playbook that provides meaningful tools and guidance for hosting a world-class block party. Now in its third edition, the playbook offers guidance on the following:

- Assembling a host committee
- Designing and implementing a comprehensive event plan
- Hosting the event and activating the street in a positive and safe way
- Regrouping after the event to capture lessons learned and explore ways to use the connections and resources created by producing the Neighborfest for future needs

The Neighborfest program has already given thousands of folks the chance to build safer and more connected communities. To learn more about the program and how it has proven to be an important resource to residents who have faced times of stress, please visit [Neighborfest.org](https://neighborfest.org).

ORGANIZING YOUR NEIGHBORFEST IS EASY

JUST FIND A CO-CHAIR (OR TWO) AND INVITE THE COMMUNITY TO HELP PLAN THE REST

Hosting a block party can be a lot of fun, but it is event more fun to do with a team of neighbors who love their community.

This section offers guidance on how to build a team around the event and get going as quickly as possible.

OBJECTIVES

- Review the Roles & Responsibilities of the Chair and Co-Chair(s)
- Secure at least one Co-Chair
- Create a list of Host Committee candidates
- Invite candidates to the first Host Committee Planning Meeting

RESOURCES

IN THIS SECTION

- Host Committee Chair and Co-Chair Guidance (in this section)
- The Neighborfest Host Application (Online - if applicable)

Roles & Responsibilities of the Chair and Co-Chair(s)

Take a moment to review the Host Committee Chair and Co-Chair Guidance document in the appendix. It will help you understand in detail the responsibilities you and your co-chair(s) can take on and make it easier for you to recruit, organize and support committee members. Below is a high summary of their responsibilities:

- Manage any permitting and application processes
- Coordinate with the Neighborfest Program Team on the production of the event
- Host planning meetings and keep track of the team's progress
- Oversee the budget

Find a Great Co-Chair... or Two!

Depending on the size of the event, and its complexity, it will make the Chair's life a lot easier if they had one, or two, Co-Chairs to advance these and other responsibilities. Consider the following when recruiting a Co-Chair:

- Do they have event management experience?
- Have you worked with them before on a project?
- Do they have the time to help organize and produce the event?

Identify Host Committee Candidates

An essential ingredient to any successful event is the composition of the team that puts it together.

Create a list of neighbors that you feel would add real value to the production of the block party.

Be sure to consider the following qualities for Host Committee candidates:

- Do they have event management experience?
- Have you worked with them on a project previously?
- Do they have the time to help organize and produce the event?
- Do they know a lot of the neighbors on the block?
- Do they have any food service experience?
- Are they bilingual and can help reach out to folks who may not speak English as their primary language?
- Do they have access to resources that you may need for the event?
- Are they passionate about building a safer, more connected, and better prepared community?

NAME	NAME
EMAIL	EMAIL
PHONE	PHONE
NOTES: SKILLS?	NOTES: SKILLS?
<input type="checkbox"/> INVITED	<input type="checkbox"/> INVITED

NAME	NAME
EMAIL	EMAIL
PHONE	PHONE
NOTES: SKILLS?	NOTES: SKILLS?
<input type="checkbox"/> INVITED	<input type="checkbox"/> INVITED

Invite Folks To The First Host Committee Meeting

Once you've compiled contact information for everyone on your invitation list, you're ready to host your first planning meeting. Things to consider when sending invitations:

- Introduce what the meeting is about and your co-chair(s)
- Include the date, time, and location as well as any online meeting entry codes
- Consider giving folks at least two weeks notice
- Unless you really want to, don't go overboard with serving a meal at the meeting. Offering lite snacks and refreshments is always sufficient.



SAMPLE HOST COMMITTEE MEETING INVITE EMAIL

SUBJECT LINE

Let's host a block party and have fun building a safer and more connected neighborhood

EMAIL COPY

Neighbors,

Like me, I know how much you care about our community and the people in it. I have just found out about a cool new program called Neighborfest that is designed to help us produce a world class block party.

I can't think of a better way for us to come together, have fun, and build a safer, more connected community. That's why I am hosting a Neighborfest meet up at my house on (Day), Month XX at (Time)pm.

Please bring your ideas and sense of fun.

Daniel

123 Main Street

415 415 4151

Moving Forward On The Neighborfest Application and Permitting Process

A key component of hosting a Neighborfest is providing the required information for the Host Application and the Street Closure permit. That information includes:

- Date, time, and location of the block party
- The types of activities you will be offering
- A map that show where the activities will be located as well as the required 14 ft wide public safety vehicle lane that must remain clear

To secure this information, you can take one of these approaches:

OPTION A) You and the Co-Chair(s) complete the application process and related permits

OPTION B) Convene the entire Host Committee to participate in any application and permitting processes

NOTE



From a team-building standpoint, option B may be the best answer, but in some cases application deadlines may make it difficult to get everyone's input. If you're in a time crunch, do your best to select dates, times and locations that you feel will be most popular with your neighbors and host committee members.

HOST COMMITTEE CHAIR AND CO-CHAIR GUIDANCE

The Host Committee Chair and Co-Chair are responsible for essential administrative activities that ensure the entire event-planning process is efficient and financially sound.

TEAM RESPONSIBILITIES

- Partner with Neighborfest Program Management Team on Event
- Assemble the Host Committee
- Facilitate Hosting Committee Meetings
- Oversee the Event Budget

TEAM LEADERSHIP GUIDANCE

Here are a few tips to ensure your team's success:

- Create goals and objectives
- Use the Playbook's tools and resources
- Assign roles & responsibilities & track them
- Stay connected via meetings and online

RESOURCES

Refer to the meeting facilitation guides in the following sections:

- Get a Plan
- Get to Work
- Get Ready
- Get the Party Started
- Get Better & Prepared

IN APPENDIX

- Host Committee Tracking Doc
- Neighborfest Layout Design Worksheet

ONLINE

- Neighborfest Host Application (If applicable)

TEAM OBJECTIVES

Partner With The Neighborfest Program Management Team

The Neighborfest Program Team can be a powerful resource to the Host Committee by offering the following:

- Managing the street closure permit process on your Team's behalf
- Guidance on how to design and produce a great event
- Connecting the Host Committee with resources

NOTE



Neighborfest is a program of the City & County of San Francisco and is currently available in many, but not all, neighborhoods across the City. Everyone is welcome to use the playbook and its resources to host an event, however they may not be eligible to receive the support and resources of the Neighborfest Program. To determine whether you are in an eligible neighborhood, please contact Daniel.Homsey@sfgov.org.

Assemble A Host Committee

An essential task for the Chair and Co-Chair is to assemble a robust Host Committee that will design the Neighborfest and divide up the production responsibilities. Guidance for this task in the “Get Started” section

Facilitate Host Committee Meetings

The Host Committee needs to determine how often and why they want to meet. It is recommended that the Host Committee meet at least four times.

1. The First Host Committee Event Planning Meeting

At this meeting, the committee designs the event and assumes the necessary roles and responsibilities to make it a success. Guidance for this meeting is in the “Get a Plan” section.

2. Host Committee Check-in Meetings

This meeting can happen as frequently as the Committee members decide is necessary to ensure that the event planning process proceeds as smoothly as possible. Consider using the agenda below:

- Introductions
- Topline Event Updates
- Team Updates
- Summary of Outstanding Needs and Next Steps

3. Final Pre-Event Host Committee Meeting

This meeting allows the team to share final updates, solicit last minute support, craft “day-of” roles and responsibilities and inventory essential supplies and resources. Guidance for this meeting is in the “Get Ready” section.

4. Post Event Host Committee Debrief

This meeting allows the team to inventory what worked and what didn’t work and capture lessons learned for future events. Also the agenda features a section dedicated to how to work together during a disaster should one occur. Guidance for this meeting is in the “Get Better & Prepared” section.

Oversee The Event Budget

Block parties do not have to be expensive to produce, but there may be costs that need to be covered by the Host Committee. The Equipment, Supplies and Budget Form (found in the appendix) allows the Team Leads, and Chairs, to identify items that will require funding. Be sure to identify these items early in the event design process and secure by in from the group to add them to the budget. It’s always a downer when host committee members end up on the hook for costs that were never agreed upon.

Block parties are an easy and fun way to get folks together to connect and become friends. The secret is to assemble a great host committee and create a great event plan. This section offers the chair and co-chair guidance on how to assemble a well organized Host Committee to craft and implement a fun and safe event plan.

OBJECTIVES

- Host the first Neighborfest Host Committee Meeting
- Design the Team's Neighborfest
- Organize into Event Teams
- Create a strategy for how to work as team moving forward

RESOURCES

IN THIS SECTION:

- Agenda (Next page)
- Neighborfest Design Worksheet
- Neighborfest Layout Worksheet

IN APPENDIX

- Host Committee Tracking Doc
- "Day Of" Tasks & Timeline Form

Assemble the Host Committee and Design Your Neighborfest

A well-run first host committee meeting will ensure that designing your Team's block party will be a fun, organized, and efficient experience. A key outcome of this meeting is identifying, and capturing, the basic components of your event. This includes:

- Date, time, and location of the block party
- The types of activities you will be offering
- A map that show where the activities will be located as well as the required 14 ft wide public safety vehicle lane that must remain clear

Meeting Objectives

- Provide Background on the Neighborfest Program
- Identify the Location / Date / Time of our event
- Identify the boundary for doing outreach for inviting folks the block party (i.e. one block in each direction)
- Design the event and identify Event Team Leads
- Create a map of where the block party's activities will be located on the street
- Create a preliminary budget
- Create a timeline for our Committee's deliverables
- Identify how the Committee will work together
- Identify how often the Committee will meet

Recommended Roles And Responsibilities

Meeting Facilitator (Chair or Co-Chair): Facilitates the meeting using the agenda below

Meeting Note Taker: Makes sure everyone signs the sign in sheet completely & Captures event planning activities on the:

- Neighborfest Design Form
- Neighborfest Layout Worksheet
- Neighborfest Production Timeline Form

AGENDA

Introductions

- Chair and Co-Chair
- Meeting attendees

Review Meeting Objectives

- Provide Background on the Neighborfest Program
- Identify the Location / Date / Time of our event
- Identify the boundary for doing outreach for inviting folks to the block party (i.e. one block in each direction)
- Design the event and identify Event Team Leads
- Create a map of where the block party's activities will be located on the street
- Create a preliminary budget
- Create a timeline for our Committee's deliverables
- Identify how the Committee will work together
- Identify how often the Committee will meet

Conduct an Ice Breaker

OPTION 1: Has our community ever hosted an event like a block party? If yes, what worked and didn't work?

OPTION 2: Has anyone here ever hosted or attended a great block party? If yes, what worked and didn't work?

Introduce the Neighborfest Program and the role of the Chair and Co-Chair

Neighborfest is a program created by the City of San Francisco to make it easier and more fun to host a block party. The goal is to build stronger, more connected communities. As Chair and Co-Chair, we will be in charge of the following:

- Managing the permitting process
- Coordinating with the Neighborfest team the production of our event
- Hosting planning meetings and keeping track of our progress
- Overseeing the budget

Designing Our Block Party

Identify the location / date / time of our event

What block should we host our block party on?

Consider:

- Is the street flat?
- Is it long and wide enough for us to program with activities and leave a 14 foot lane for emergency vehicles?
- Is there a MUNI bus line or fire station on the block?

What is a good month to host our event?

- Weather-wise?
- Holidays?

What is the best Saturday in that month to host on?

What hours should we program?

- Remember you'll need at least an hour to set up and break down

Outreach

Audience

- Who should we invite to our event?
- Only folks on our block? Nearby blocks adjacent to the event?

How should we invite our neighbors?

- Flyers? Email?

Who would like to be the lead on outreach?

- Would anyone else like to help with outreach?

Should we set a budget for printing?

Identify our event programming

Food Service

What kind of food service should we offer?

- Potluck - guests bring all the food
- Hosted - the host committee provides all the food and beverage?
- Blended - the host committee provides a few key items (i.e., hot dogs, waters, chips and guests bring appetizers, salads or desserts)

Who would like to be the lead on the food service?

- Would anyone else like to be on the foodservice team?

Should we set a budget?

Designing Our Block Party (Continued)

Activities

What kind of activities do we want to provide?

- Activities for children: Jumpy House? Face Painting?
- Activities for adults: Music?

Who would like to be the activities Lead?

- Would anyone else like to be on the activities team?

Should we set a budget?

Registration / Readiness Table

We also need to staff a registration / readiness table. The goals of the table are:

- Welcome folks and thank them for attending
- Inform them about event activities
- Have them complete the Neighborfest guest registration form and provide them with a “Door Prize” ticket if appropriate
- When appropriate - draw the winning “Door Prize” ticket(s)
- Have a basic first aid kit on hand just in case

Who would like to be the lead on the registration / readiness table?

- Would anyone else like to be on the registration /readiness table team?

Should we set a budget?

Event Production Team

We need an “day of” event production team to manage activities such as:

- Coordinating the setup of the event in accordance with our site map
- Setting up and breaking down barricades, tables, and chairs
- Making sure there is adequate trash, recycling, and composting receptacles

Who would like to be the lead on event production?

- Who would like to be on the event production team?

Should we set a budget?

Let’s review our team assignments

Review the list of team leads and their team members

Hand out the guidance for each team from the Neighborfest Playbook

Ask each team lead to outline their next steps

Are there any teams that don’t have a lead or need members?

Does anyone know of anyone who might be a good fit?

Designing Our Block Party (Continued)

Final Event Details

Create a site map of the event

Let's create a map of our event using the worksheet in the playbook.

How should we establish and manage a budget?

The Chair and Co-Chair are charged with managing the budget

Let's take a moment and capture where we may need to pay for or get items donated for event components:

- Outreach - i.e. Printing?
- Foodservice - i.e. Food? Beverages? Condiments?
- Entertainment & Activities - i.e. Water Balloons? Cornhole Toss?
- Registration - i.e. Door Prizes? Door Prize Tickets
- "Day of" Production needs - i.e. Barricades? Signage?

Next Steps:

- Should each team bring to the next meeting a list of items that they'll need funding for with a cost estimate?

Let's establish a timeline for our planning activities

Finalize the Date / Time / Location of the event and submit an application

NOTE



Option A: If you are participating in a program that offers free block party permits, the application goes to that organization.

Option B: If you are hosting the Neighborfest independently, then you may need to apply directly for any street closure permits. In SF, you'll need to go to the SFMTA website.

Finalize Food Service Strategy

Finalize Activities Strategy

Launch Outreach Strategy

Other items we need to track?

How will our host committee work together?

- Should we create an online group?
- How should we meet? In person? Online (i.e., Zoom)?
- Should we create a shared drive to post meeting notes, etc.?

How often should we meet?

- Based on the date we have selected for the Block Party, when should we meet next, and how often?

Designing Our Block Party (Continued)

Conclude the meeting

Thank everyone for attending

Review relevant next steps. For example:

- Create a master list of everyone who has volunteered to work on this event.
- Set up the Team Coordination systems we picked.
- Send out meeting notes.
- Schedule and send out future meeting invitations.

Post meeting Activities

- **Complete** the Neighborfest Design Worksheet
- **Implement** the team coordination systems that were selected.
- **Create** a master contact list and capture roles and responsibilities.
- **Send out** a meeting summary email with appropriate links and remind everyone about the next Host Committee meeting date, time, and location.

This worksheet is designed to capture the outcomes generated at the first host committee planning meeting.

Be sure to refer to the Playbook's Event Teams Guidance for more details regarding the individual team's roles and responsibilities.

BLOCK PARTY LOCATION Is the street flat? Wide enough? No MUNI traffic?

OPTION A

OPTION B

OPTION C

BLOCK PARTY DATE Consider The Weather And Overlapping Holidays

OPTION A

OPTION B

OPTION C

OFFICIAL BLOCK PARTY HOURS (add at least an hour on each end for setup and break down)

AUDIENCE Only Folks on the Block? Adjacent Blocks? Neighborhood?

IDENTIFY OUTREACH TEAM Who will manage the invitation design and outreach process?*

LEAD (Name)

TEAM MEMBERS (Name)

TEAM MEMBERS (Name)

** For more details on this Team's role, please review the Playbook's Outreach Team Guidance.*

GET A PLAN: NEIGHBORFEST DESIGN WORKSHEET

TYPE OF FOOD SERVICE Hosted? Potluck? A little of both?

	Hosts will provide	Guests will provide
FOOD		
BEVERAGE		
SUPPLIES <i>(i. e., silverware/plates)</i>		

IDENTIFY FOOD SERVICE TEAM Who will organize and manage the food service strategy?*

LEAD (Name)

TEAM MEMBERS (Name)

TEAM MEMBERS (Name)

** For more details on this Team's role, please review the Playbook's Food Service Team Guidance.*

TYPES OF ACTIVITIES Games? Music?

IDENTIFY THE ENTERTAINMENT & ACTIVITIES TEAM Who will secure equipment and volunteers?*

LEAD Name

TEAM MEMBERS Name

TEAM MEMBERS Name

** For more details on this Team's role, please review the Playbook's Entertainment and Activities Team Guidance.*

IDENTIFY REGISTRATION & READINESS TABLE TEAM Who will sign in guests and manage any door prizes*

LEAD (Name)

TEAM MEMBERS (Name)

TEAM MEMBERS (Name)

** For more details on this Team's role, please review the Playbook's Registration and Readiness Team Guidance.*

IDENTIFY “DAY OF” PRODUCTION TEAM

Who will set up and break down the block party?* (i.e., barricades / waste cans / signage etc.)

LEAD (Name)

TEAM MEMBERS (Name)

TEAM MEMBERS (Name)

** For more details on this Team’s role, please review the Playbook’s “Day Of” Production Team Guidance.*

CREATE A SITE MAP Use the Neighborfest Layout Worksheet provided in the appendix.

BUDGET Identify early topline budgeting needs and goals.

NEIGHBORFEST COMPONENT Foodservice

Items that may need funding / donation

Projected Budget

Notes

NEIGHBORFEST COMPONENT Activities (i.e., Jumpy House)

Items that may need funding / donation

Projected Budget

Notes

NEIGHBORFEST COMPONENT “Day Of” Production (i.e., barricades)

Items that may need funding / donation

Projected Budget

Notes

NEIGHBORFEST COMPONENT Registration (i.e., barricades)

Items that may need funding / donation

Projected Budget

Notes

NEIGHBORFEST COMPONENT Outreach (i.e., printing flyers)

Items that may need funding / donation

Projected Budget

Notes

EVENT DEVELOPMENT TIMELINE What needs to happen, and by when?

ACTION ITEM Finalize Date / Time / Location of event & submit application / permits

Date	Notes
------	-------

ACTION ITEM Finalize Food Service Strategy

Date	Notes
------	-------

ACTION ITEM Finalize Activities Strategy

Date	Notes
------	-------

ACTION ITEM Launch Outreach Strategy

Date	Notes
------	-------

OTHER

Date	Notes
------	-------

TEAM COORDINATION Identify any methods to coordinate team planning activities

COMMUNICATING

(i.e., email / Google groups)

MEETING PLATFORM

(i.e., in person / Zoom)

DATA SHARING

(i.e., shared online drives)

TEAM CONVENING SCHEDULE When should your team meet again?

DATE

DATE

TIME

TIME

LOCATION

LOCATION

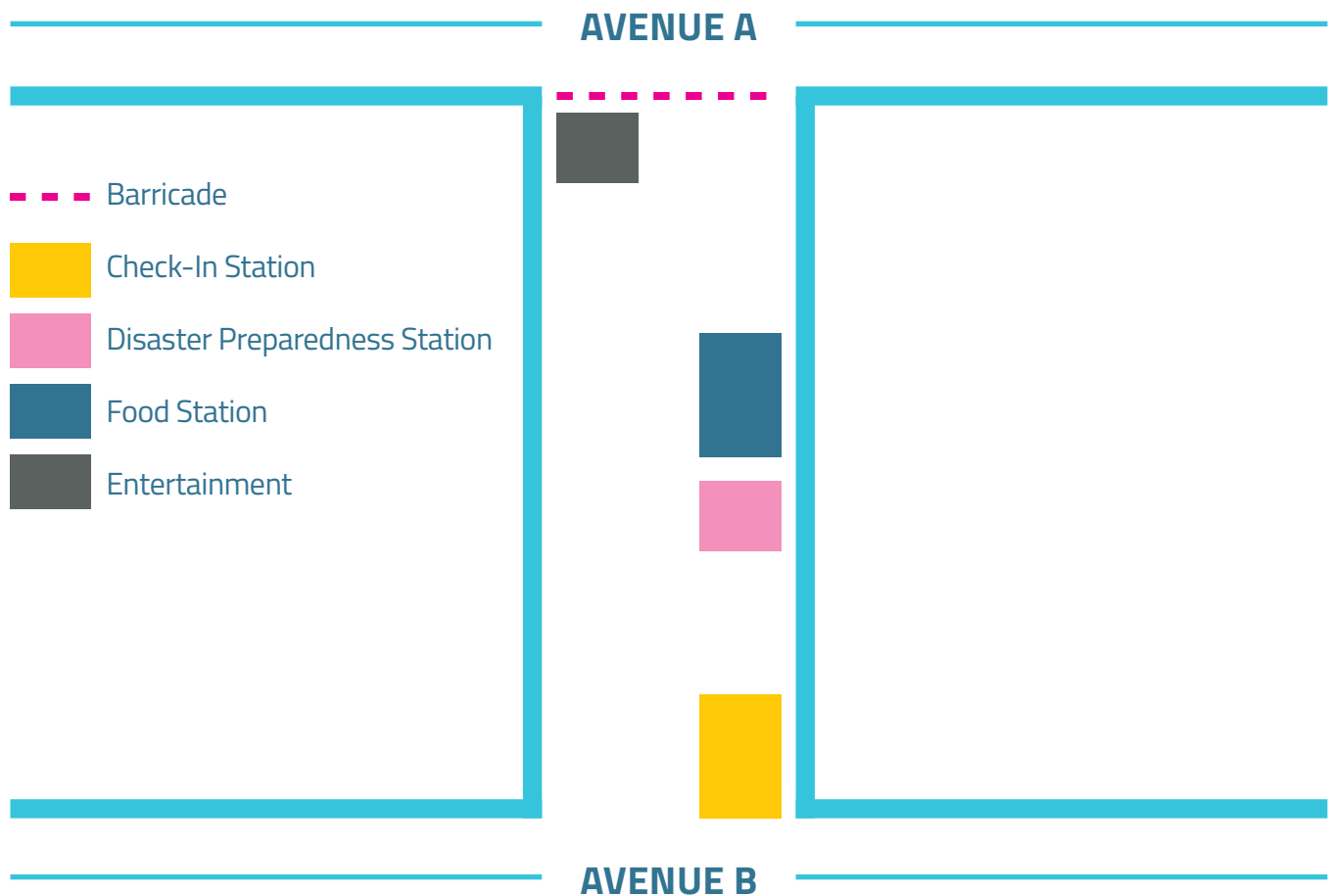
NOTES

The layout of the event has a huge impact on its success.

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



Your Neighborfest Layout

Now that you have established your Neighborfest Event Teams, it's time to get to work. This section of the playbook offers overall guidance for leading an Event Team and using the planning / management tools.

OBJECTIVES

Event teams create & implement work plans

RESOURCES

Event Team Leadership Guidance

Here are a few tips to ensure your team's success:

- Convene your team
- Create goals and objectives
- Use the Playbook's tools and resources
- Assign roles and responsibilities and track them
- Stay connected via meetings and online platforms

Event Team Resources in this Section

- Outreach Team Guidance
- Food Service Team Guidance
- Entertainment and Activities Team Guidance
- Registration and Readiness Team Guidance
- "Day Of" Event Production Team Guidance

Successful Event Team Management

Organizing the Host Committee into Event Teams is a crucial step in ensuring a successful Neighborfest. Once an Event Team has been formed, they should meet and generate work plans that capture the Team's goals and objectives and offer a roadmap for achieving them. The playbook offers custom guidance and resources in order to make the planning experience easier and results-oriented.

Whether it is a burger hot off the grill or someone’s family recipe for the world’s best potato salad, the mission of the food service team is to make sure people get enough food and stay healthy.

TEAM RESPONSIBILITIES

1. Assemble a team
2. Create a food & beverage strategy
3. Identify & secure equipment, gear and supplies
4. Food safety
5. Manage the “Day of” food service activities

RESOURCES

IN APPENDIX

- Food & Beverage Menu Worksheet
- Food Service Equipment & Supplies List
- “Day of” Tasks & Timeline Worksheet

Team Leadership Guidance

Here are a few tips to ensure your team’s success:

- Create goals and objectives
- Assign roles and responsibilities and track them
- Use the Playbook’s tools and resources
- Stay connected via meetings and online platforms

Team Objectives

1. Assemble a team

Organizing and running a fun and safe food service at a Block Party can be a lot of work. Try to recruit enough folks from the block to handle all of the tasks. Ideally, the food service team will be composed of people who have some food service experience.

NAME: _____

EMAIL: _____

PHONE: _____

SKILLS: _____

EQUIPMENT: _____

NAME: _____

EMAIL: _____

PHONE: _____

SKILLS: _____

EQUIPMENT: _____

2. Create A Food & Beverage Service Strategy

Food

There are three ways to feed people at a Block Party.

- **POTLUCK** * Guests bring all the food
- **HOSTED** The host committee provides all the food and beverages
- **BLENDED** The host committee provides a few key items (i.e., hot dogs, waters, chips) and guests bring appetizers, salads, or desserts.

*** TIP** *If you decide to go with a potluck, consider assigning 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.)*



Beverages

The food service team can provide some/all of the beverages, or you can make it “bring your own beverage.”

Menu Ideas Worksheet:

Below is a quick planning table to capture your team's early ideas.

Consider using the “Food & Beverage Menu Worksheet” in the appendix for planning.

3. Identify & Secure Equipment, Gear And Supplies

A smooth and satisfying food service requires making sure the team has the right equipment, gear and supplies. Consider using the “Food Service Equipment & Supplies Checklist” in the appendix.

4. Food Safety

Setting up and running a safe and functional food service area on a public street can be challenging. Here are a few things to consider:

Food Production Safety

- Prep all of the ingredients for dishes at home in a safe and sanitary environment. Be sure to keep your ingredients refrigerated until the last minute to avoid food-borne illness.
- Pack all of your food, especially raw meats, in a cooler and keep chilled until service.
- If you are going to use a barbecue grill, consider the following:
 1. Locate the grill off the street and away from foot traffic so that people won't get burned.
 2. Place the grill downwind of the event so that smoke won't interfere with guests' fun.
 3. Be sure to carefully dispose of any charcoal. Do NOT leave them in the street.

- Set up your station with the following:
 1. At least one table that has a surface that is easy to clean.
 2. Separate cutting boards for raw and cooked food.
 3. A gallon bucket of water with a tablespoon of bleach for sanitizing.
 4. A cooler for holding ingredients.
- Keep prepared food safe:

Avoid letting food sit at room temperature too long after being cooked—try and cook the food at the same rate it is being consumed.

Serving Food Safely

- Set up a prepared-food station
 1. Have lots of tables - there is always more food than you expect.
 2. Organize foods by type (i.e., appetizers / desserts / salads).
 3. Encourage folks to bring small table cards that label the type of dish it is and if it has any peanuts (or other allergens) in it in case guests have nut allergies.
 4. Keep foods covered as much as possible to reduce exposure to insects, etc.
- Set up a condiments / silverware / plates station.
- Set up a beverage station - be sure to separate kids beverages into a unique cooler.
- Have waste cans / bins nearby for people to use.

5. Manage “Day Of” Activities:

The well-coordinated set-up of the foodservice station will make the production, and quality, of food better and more fun for the Team. Use the “Day of” Tasks & Timeline Worksheet” tracking document found in the appendix to make sure that everyone is on the same page.

From music to games, the Entertainment and Activities Team is charged with making sure that everyone has a fun and safe experience.

TEAM RESPONSIBILITIES

- Identify entertainment and activities for the event
- Secure equipment, games and supplies
- Recruit & coordinate volunteers
- Organize and manage “day of” activities

RESOURCES

IN THIS SECTION:

- Entertainment and Activities Design Worksheet

IN APPENDIX:

- “Day of” Tasks & Timeline Worksheet

Team Leadership Guidance

Here are a few tips to ensure your team’s success:

- Create goals and objectives
- Assign roles and responsibilities and track them
- Use the Playbook’s tools and resources
- Stay connected via meetings and online platforms

Team Objectives

▪ Identify Entertainment And Activities

The entertainment and activities options for a block party are unlimited. A good approach to creating your strategy is to organize your ideas by audience, type, or both. Use the table below to capture your thoughts.

Audience (i.e. Children, Adults)

Kind Of Entertainment / Activity (i.e. Jumpy House, Egg Toss)

Source (where will you secure the equipment /supplies)

Notes:

Audience (i.e. Children, Adults)

Kind Of Entertainment / Activity (i.e. Jumpy House, Egg Toss)

Source (where will you secure the equipment /supplies)

Notes:

■ Recruit Volunteers

While offering a great selection of activities is a good start, having a strong volunteer team in place to ensure that everyone is having fun AND being safe is essential to a successful event.

Use the table below to identify folks on your block that you know will make the day a memorable one for all. Try to find folks that are bilingual to ensure the safety of everyone who attends.

NAME: _____
EMAIL: _____
PHONE: _____
ACTIVITY: _____

NAME: _____
EMAIL: _____
PHONE: _____
ACTIVITY: _____

NAME: _____
EMAIL: _____
PHONE: _____
ACTIVITY: _____

NAME: _____
EMAIL: _____
PHONE: _____
ACTIVITY: _____

■ Create A “Day Of” Schedule Of Tasks And Responsibilities

Use the “Day of” Tasks & Timeline Worksheet (in appendix) to document:

- What Needs To Be Done
- When It Needs To Be Done
- By Whom
- What Resources They May Need And Where To Find Them

Getting the word out about your event ensures all of your hard work will be rewarded.

TEAM RESPONSIBILITIES

- Identify guests and design an outreach plan for reaching them
- Create invite / flyer
- Recruit multilingual volunteers for outreach tasks
- Coordinate distribution of flyer and any digital outreach
- Post three-day notice on neighbors' cars

RESOURCES

IN APPENDIX:

- **Neighborfest Flyer** (can be used as a notice for neighbors to move cars on the day of the Block Party)

Team Leadership Guidance

Here are a few tips to ensure your team's success:

- Create goals and objectives
- Assign roles and responsibilities and track them
- Use the Playbook's tools and resources
- Stay connected via meetings and online platforms

Team Objectives

Identify Your Audience

Neighborfest parties are only a success if your neighbors come out and join the fun. Getting the word out early and often is important and be sure to use multiple techniques and languages to reach people.

How many people are we inviting and where do they live? (i.e., 30 people just on our block)

What tools are we going to use? (i.e., Flyers / Emails)

What languages do our audience speak aside from English?

Be Inclusive

Building community is crucial, especially in a diverse world. Determine what languages members of your community might speak and recruit team members to reach out to them.

NAME: _____
EMAIL: _____
PHONE: _____
LANGUAGE(S): _____

NAME: _____
EMAIL: _____
PHONE: _____
LANGUAGE(S): _____

NAME: _____
EMAIL: _____
PHONE: _____
LANGUAGE(S): _____

NAME: _____
EMAIL: _____
PHONE: _____
LANGUAGE(S): _____

NAME: _____
EMAIL: _____
PHONE: _____
LANGUAGE(S): _____

NAME: _____
EMAIL: _____
PHONE: _____
LANGUAGE(S): _____

Printed Flyer Campaign:

Building community is crucial, especially in a diverse world. Determine what languages members of your community might speak and recruit team members to reach out to them.

Create a Flyer

Use the Neighborfest flyer template (found in the Appendix) or create your own flyer. Either way, be sure to include:

- **DATE / TIME**
- **LOCATION**
- **WHO** to contact for more information

Distribute a Flyer

- Leave flyers at homes and/or apartment lobbies on your block
- 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!

Online Invitation Campaign:

Identify the Right Platform


Depending on the size of audience you are inviting, there are a myriad of online platforms you can use. Consider using NextDoor, Facebook Groups, Google Groups, etc.

Create a Great Invite

When creating an invite to a community event, try and keep the tone fun and informal. Be sure to include essential information including:

- **DATE / TIME**
- **LOCATION**
- **WHAT TO BRING**
- **WHAT TO CONTRIBUTE** If its a potluck, provide guidance as to what to bring (i.e. if your last name starts with A - L, bring a salad / appetizer for 8)

NOTE *If you plan on only hosting people on your block, consider not posting your event on a platform with an audience larger than your intended invitees.*



Word Of Mouth Campaign

When creating an invite to a community event, try and keep the tone fun and informal. Be sure to include essential information including:

Three-Day Notice For Neighbors' Cars

A key goal for the block party is to have the street free of any parked cars. As hosts, it's crucial you give your neighbors adequate notice not to park on the street on the day of the event. By placing the "Three Day Notice" on their car, not only are you being a good neighbor, it's also another opportunity to invite them to the party. You can use the Neighborfest Flyer that is in the Playbook's appendix.

There are a lot of moving parts to a block party that need to come together on the day of the event to ensure that all of the Host Committee's hard work pays off. Having a team dedicated to managing essential activities and tasks is a great investment.

TEAM RESPONSIBILITIES

- Identify tasks and activities for the production of the neighborfest
- Establish a team of volunteers
- Create day-of equipment & supply list, assignment sheet, & timeline

RESOURCES

IN THIS SECTION:

Pre-Event Task Worksheet: Below

IN GET A PLAN SECTION:

Neighborfest Layout Worksheet (Tip: Use the one created during the Get a Plan Meeting)

IN APPENDIX:

- "Day of" Tasks & Timeline Form

Team Leadership Guidance

Here are a few tips to ensure your team's success:

- Create goals and objectives
- Use the Playbook's tools and resources
- Assign roles and responsibilities and track them
- Stay connected via meetings and online platforms

Team Objectives

Identify Tasks And Activities For The Production Of The Neighborfest

Create a list of tasks and activities that the Team will be charged with. Consider the following:

PRE-EVENT:

- Place flyers on neighbors cars three days before the event regarding parking.
- Create a waste management strategy for trash, recycling, and composting.
- Review the Neighborfest site map with the Host Committee and confirm the location of all activities in relation to the mandatory 14 ft wide safety lane.

TASK: _____
TEAM LEAD: _____
DATE/TIME: _____
SOURCE BUDGET: _____

TASK: _____
TEAM LEAD: _____
DATE/TIME: _____
SOURCE BUDGET: _____

"DAY OF" ACTIVITIES - USE THE "DAY OF" TASKS & TIMELINE FORM:

- Set up barricades, tables, chairs, and waste receptacles.
- Monitor the barricades during the event to be sure they aren't moved.
- Monitor the waste receptacles to ensure they aren't spilling over or being used incorrectly (i.e., guests putting food scraps into the recycling bin).
- Coordinate the breaking down of the event and ensure the street is clear, clean, and reopened to traffic in accordance with the permit.

Establish A Team Of Volunteers

Now that you have identified the tasks and activities for the Production Team, identify folks who would be great team members and invite them to come onboard. Use the table below to identify folks on your block that you know will make the day a memorable one for all. Try to find folks that are bilingual to ensure the safety of everyone who attends.

NAME: _____
EMAIL: _____
PHONE: _____
LANGUAGE(S): _____

NAME: _____
EMAIL: _____
PHONE: _____
LANGUAGE(S): _____

Create "Day-Of" Equipment & Supply List, Assignment Sheet, & Timeline

Use the "Day of" Tasks & Timeline Form to capture:

- What needs to be done
- When it needs to be done
- By whom
- What resources they may need and where to find them

The registration table offers hosts an important opportunity to meet their neighbors and increase the level of trust and readiness of everyone on the block.

COMMITTEE RESPONSIBILITIES

- Identify where the registration and readiness station will be located and who will staff it
- Identify and recruit volunteers to staff the station
- Set up the table and merchandise it with forms and any door prizes
- Engage guests during the event and encourage them to sign-in and register for the door prize drawing (if applicable)
- Draw the winning “Door Prize” ticket(s) (if applicable)
- Have a basic first aid kit on hand just in case someone needs assistance

RESOURCES

IN APPENDIX:

Neighborfest Sign-In Form

SUGGESTED ITEMS TO BE SOURCED BY TEAM

- Clipboard(s) with pen attached with string
- Door Prizes
- Tickets (if you do not have tickets, use the guest registration forms)
- First aid kit

Team Leadership Guidance

Here are a few tips to ensure your team’s success:

- Create goals and objectives
- Use the Playbook’s tools and resources
- Assign roles and responsibilities and track them
- Stay connected via meetings and online platforms

Team Objectives

When people attend a Block Party, they want to get to the fun as quickly as possible. Managing the registration and readiness table efficiently will ensure as many people as possible sign in and help the block get ready.

- **Identify the ideal station location** - Pick a spot with high visibility/foot traffic and try and set up away from any noise or smoke.
- **Registering Guests** - Rather than using the traditional sign in sheet for events, consider using the Neighborfest Guest Sign in Sheet which captures two kinds of information:
- **The guest household’s contact information.**
- **Any skills and resources they may have that might be useful in a disaster.**

NOTE *Be sure to communicate that the information collected will not be shared and is confidential.*



Ideas for increasing registration:

Offer Door Prizes

- Consider offering a door prize that will incentivize people to register.
- Provide folks with a ticket once they register or simply select from the completed registration forms.
- Conduct the door prize drawing once a majority of folks have signed in.

Go To Them

- If people are not voluntarily coming over to the Registration and Readiness Station, then take the a few forms on clipboards and walk around and ask people to sign in - be sure to mention the door prizes.

Identify And Recruit Volunteers To Staff The Station

Visiting the Registration and Readiness Station is often the first stop for Neighborfest guests. Try and find a few volunteers who have great energy in order to make the experience of registering fun and efficient.

Use the table below to identify folks on your block that you know will make the day a memorable one for all. Try to find folks that are bilingual to ensure the safety of everyone who attends.

NAME:	_____
EMAIL:	_____
PHONE:	_____
NOTES:	_____

NAME:	_____
EMAIL:	_____
PHONE:	_____
NOTES:	_____

NAME:	_____
EMAIL:	_____
PHONE:	_____
NOTES:	_____

NAME:	_____
EMAIL:	_____
PHONE:	_____
NOTES:	_____

After weeks of planning, this meeting will ensure all of your event teams are on the same page before the big event! Consider hosting 3 days before the event.

MEETING OBJECTIVES

- Provide any topline updates about the event
- Have Event Teams review their plans/needs for the “Day of”
- Verify the location of all activities and resources using the Neighborfest Layout Worksheet
- Create a master timeline of activities for the day
- Capture any last minute needs and/or budget related items

MEETING RESOURCES

AGENDA: Below

IN GET A PLAN SECTION:

- **Neighborfest Layout Worksheet**
Tip: Use the one created during the Get a Plan Meeting

AGENDA

- **Introductions**
- **Review Meeting Objectives**
 - Provide topline updates from the Chair / Co-Chairs
 - Have each Event Team review their ‘day of’ plans and any outstanding needs
 - Verify the location of all activities and resources using the Neighborfest Layout Worksheet
 - Create a “Run of Show” or master timeline of activities for the day
 - Capture any last minute needs and/or budget-related items
- **Provide topline updates from the Chair / Co-Chairs**

AGENDA (Continued)

- **Event Team update on their plans and any last minute needs for the “day of.”**
Use the table below to capture any needs that Teams share:

TEAM	NEED	SOLUTION
Foodservice		
Entertainment & Activities		
Registration		
“Day of” Production		
Other		

- **Review the Neighborfest Layout Worksheet to verify the location of all activities and resources.**

Have the “Day of” Production team go first and review:

- Where the barricades will be located.
- Where compost / recycling / trash receptacles will be located.
- Highlight the location of the emergency vehicle lane.
- Other event attributes that all Teams should be aware of.

Have each team review where they will be setting up and running their activities.

- Foodservice
- Entertainment & Activities
- Registration

- **Create a “Run of Show” master timeline of activities for the day.**

Use the table below to capture the high level event activities for the day from each Team. Be sure to identify when you will host your Team “huddle” before opening.

TIME PERIOD	ACTIVITIES	NOTES
Pre-opening time window (i.e., 8:30am to 11am)		
During the Event time window (i.e., 11am to 3pm)		
Post Event time window (i.e., After 3pm)		

AGENDA (Continued)

- **Capture any last minute needs and/or budget related items.**

Use the table below to capture any last minute needs and/or budget-related items.

ITEM	AMOUNT	SOLUTION

- **Conclude the meeting.**

- Thank everyone for coming.
- Remind the Team Leads what time the Team “huddle” will be the morning of the event.

- **Post-meeting Activities**

- Draft a follow-up email with the key outcomes of the meeting and send it to the Committee.
- Be sure to include the “Run of Show” timeline and any last minute budget guidance.

IT'S THE BIG DAY

Get your teams—and their volunteers—fired up and ready to have fun.

OBJECTIVES

- Host a “day of” pre-event team lead huddle
- Make sure that all of the team’s are able to implement their day of plans
- Onboard all last minute volunteers onto the event team
- Be safe and have fun!

RESOURCES

MEETING LEAD

- “Day Of” Pre-Event Team Lead Huddle Agenda (below)

TEAM LEADS

- “Day of” Tasks & Timeline Form
- Equipment, Supplies & Budget Form

“Day Of” Pre-Event Team Huddle Agenda

The “day of” pre-event team huddle occurs just before the Neighborfest is officially about to start.

Meeting Objectives

- Thank everyone for their hard work in producing the event.
- Onboard new volunteers to the team.
- Share any last minute changes, additions or critical information regarding the event.

AGENDA

AGENDA ITEM	WHO	WHAT TO COVER
WELCOME	Chair / Co-Chair	<ul style="list-style-type: none"> • Welcome & Thank You's • Introductions • High level review of the day's activities and timeline • Announcements
NOTES		
AGENDA ITEM	WHO	WHAT TO COVER
TEAM UPDATE	Team leads <ul style="list-style-type: none"> ▪ Event Production ▪ Food Service ▪ Activities ▪ Registration 	<ul style="list-style-type: none"> • High level review of their team's activities and timelines • Updates / Announcements and needs
NOTES		
AGENDA ITEM	WHO	WHAT TO COVER
MEETING SUMMARY	Chair / Co-Chair	<ul style="list-style-type: none"> • Solicit any questions from attendees • Remind Team about: <ol style="list-style-type: none"> 1. Safety goals 2. Budget needs (i.e. submit receipts) • Upcoming meetings <ol style="list-style-type: none"> 1. That day after the event 2. A team briefing on a later date • Thank everyone again for their hard work • Conclude meeting
NOTES		

Great events can always get better. Convene the host committee and capture what worked and any lessons learned for future events.

Also take a moment to explore ways to leverage the work you've done to support your neighbors during times of stress.

MEETING OBJECTIVES

- Capture what worked and what could have gone better with the production of the Neighborfest for future event planning.
- Facilitate a conversation on how the host committee can leverage its work to provide support to their neighbors during times of stress.

MEETING RESOURCES

- AGENDA: Below
- Completed Guest Registration Forms

AGENDA

Introductions

- Chair and Co-Chair
- Meeting attendees

Review Meeting Objectives

- Conduct a lessons-learned exercise and capture what worked and what could have gone better with the production of the Neighborfest for future event planning.
- Explore ways that our host committee can leverage its work to provide support to our neighbors during times of stress.

Lessons Learned Exercise

Facilitator Remarks “The Neighborfest was a lot of fun; however, there are always ways to do a better job producing the next event. Let’s take a moment and capture what worked and didn’t work.”

EVENT PRODUCTION COMPONENT DATE / TIME / LOCATION

What worked

What didn’t work

Lessons learned

EVENT PRODUCTION COMPONENT OUTREACH

What worked

What didn’t work

Lessons learned

EVENT PRODUCTION COMPONENT FOOD SERVICE

What worked

What didn’t work

Lessons learned

EVENT PRODUCTION COMPONENT ENTERTAINMENT & ACTIVITIES

What worked

What didn’t work

Lessons learned

EVENT PRODUCTION COMPONENT REGISTRATION & READINESS

What worked

What didn't work

Lessons learned

EVENT PRODUCTION COMPONENT OTHER

What worked

What didn't work

Lessons learned

- Once you've completed filling out the table above, summarize the lessons learned and verify you captured everything.

Leveraging our work to help each other during times of stress.

Facilitator Remarks "One of the reasons that I was excited to participate in the Neighborfest program is that it not only offers us guidance on how to host a great block party, but it is a proven way to build a safer, more connected community for times of stress."

Review the guest registration forms and identify:

- How many households have vulnerable members
- What resources people identified they had
- What skills people shared they had

Types of challenges we could face

Facilitator Remarks "What kind of public safety issues or disasters could happen on our block?"

TYPES OF PUBLIC SAFETY ISSUES AND DISASTERS

Community needs during a disaster

- **Facilitator Remarks** “If there was a big earthquake tomorrow and we lost electricity, natural gas, phone and internet service, and access to supermarkets, which of our neighbors would need help staying safe and healthy.”

TYPES OF NEIGHBORS (i.e., seniors, people who have disabilities, non-English speaking residents)

How can our teams meet our community’s needs

- **Facilitator Remarks** “How could the teams we used to produce our event be repurposed to help our neighbors during a disaster?”

TEAM	Event Team’s contribution to supporting their neighbors
FOODSERVICE	
ENTERTAINMENT & ACTIVITIES	
REGISTRATION	
“DAY OF” PRODUCTION	
OTHER	

How can our teams meet our community’s needs

- **Facilitator Remarks** “How can our team convene and work together to support our neighbors?”

Ways our host committee can work together (i.e., meet in person, on zoom, email)

Following up with Neighborfest Guests

Facilitator Remarks “We had a fantastic turnout for our event and we collected a lot of people’s contact information. How should we follow up with them and thank them for coming and let them know how we want to support them moving forward with their safety needs.”

Follow-up tactics:

- Send an email to everyone who attended.
- Drop off a note at their house.
- Both

Follow-up messages to consider:

- Thank you for attending, see you around the neighborhood.
- Safety and disaster preparedness are a top priority, here are some resources to consider for your household.
 - Sign up for AlertSF.
 - Links to, or attached, preparedness materials.
- If there is an incident that impacts our block, our host committee may reach out to see if your household is OK.

Meeting Wrap-up

Facilitator Remarks “Based on what we discussed today, it seems like our team is ready to leverage the connections, skills and resources that we collected hosting the Neighborfest to help our neighbors during times of stress.

“If there should be a need to come together on short notice and explore ways to work as a team to an incident, I will use the same systems we put in place for organizing our event to contact you.

“In the meantime, perhaps we should consider hosting another block party in the future. Do we want to try and produce one every year, or perhaps every two years?”

Team’s Responses

“Thank you all again for doing such an amazing job this year and I look forward to working with you all again.”

APPENDIX

- Host Committee Tracking Doc
- Neighborfest Flyer/Three-Day Notice for Neighbors' Cars
- Food & Beverage Menu Worksheet
- Food Service Equipment & Supplies List
- Equipment, Supplies & Budget Form
- "Day of" Tasks & Timeline Worksheet
- Guest Sign in Sheet / Survey

HOST COMMITTEE TRACKING DOC

NAME

EMAIL

PHONE

- Chair / Co-Chair
- Food service team
- Outreach team
- Activities team
- Event production team
- Registration team

NOTES

NAME

EMAIL

PHONE

- Chair / Co-Chair
- Food service team
- Outreach team
- Activities team
- Event production team
- Registration team

NOTES

NAME

EMAIL

PHONE

- Chair / Co-Chair
- Food service team
- Outreach team
- Activities team
- Event production team
- Registration team

NOTES

NAME

EMAIL

PHONE

- Chair / Co-Chair
- Food service team
- Outreach team
- Activities team
- Event production team
- Registration team

NOTES

NAME

EMAIL

PHONE

- Chair / Co-Chair
- Food service team
- Outreach team
- Activities team
- Event production team
- Registration team

NOTES

NAME

EMAIL

PHONE

- Chair / Co-Chair
- Food service team
- Outreach team
- Activities team
- Event production team
- Registration team

NOTES

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:

FOOD & BEVERAGE MENU WORKSHEET

Foodservice Food & Beverage Menu Form

Food plays a huge role in the success of a Neighborfest. Some host committees decide to provide everything, some go with a potluck approach and others take a hybrid approach. Use the form below to track your Team's menu ideas.

APPETIZERS / SALADS: POTLUCK Y/N	
ITEM	AMOUNT
TEAM LEAD	BUDGET COST
SOURCE	NOTES

APPETIZERS / SALADS: POTLUCK Y/N	
ITEM	AMOUNT
TEAM LEAD	BUDGET COST
SOURCE	NOTES

APPETIZERS / SALADS: POTLUCK Y/N	
ITEM	AMOUNT
TEAM LEAD	BUDGET COST
SOURCE	NOTES

MAIN ITEMS: POTLUCK Y/N	
ITEM	AMOUNT
TEAM LEAD	BUDGET COST
SOURCE	NOTES

MAIN ITEMS: POTLUCK Y/N	
ITEM	AMOUNT
TEAM LEAD	BUDGET COST
SOURCE	NOTES

MAIN ITEMS: POTLUCK Y/N	
ITEM	AMOUNT
TEAM LEAD	BUDGET COST
SOURCE	NOTES

FOOD & BEVERAGE MENU WORKSHEET

Foodservice Food & Beverage Menu Form

Food plays a huge role in the success of a Neighborfest. Some host committees decide to provide everything, some go with a potluck approach and others take a hybrid approach. Use the form below to track your Team's menu ideas.

DESSERTS: POTLUCK Y/N	
ITEM	AMOUNT
TEAM LEAD	BUDGET COST
SOURCE	NOTES

DESSERTS: POTLUCK Y/N	
ITEM	AMOUNT
TEAM LEAD	BUDGET COST
SOURCE	NOTES

DESSERTS: POTLUCK Y/N	
ITEM	AMOUNT
TEAM LEAD	BUDGET COST
SOURCE	NOTES

BEVERAGES: POTLUCK Y/N	
ITEM	AMOUNT
TEAM LEAD	BUDGET COST
SOURCE	NOTES

BEVERAGES: POTLUCK Y/N	
ITEM	AMOUNT
TEAM LEAD	BUDGET COST
SOURCE	NOTES

BEVERAGES: POTLUCK Y/N	
ITEM	AMOUNT
TEAM LEAD	BUDGET COST
SOURCE	NOTES

FOOD SERVICE EQUIPMENT & SUPPLIES CHECKLIST

A successful foodservice always comes down to being organized.

Use the checklist below to be sure you capture everything you'll need so that we won't be scrambling for items on the day of the Neighborfest.

GRILLING STATION: GRILL	
<input type="checkbox"/> GRILL	AMOUNT NEEDED _____
<input type="checkbox"/> TABLE	TEAM LEAD _____
<input type="checkbox"/> CUTTING BOARD	_____
<input type="checkbox"/> SANITIZING BUCKET	_____
<input type="checkbox"/> COOLER FOR INGREDIENTS	SOURCE _____
<input type="checkbox"/> TOWELS	_____
<input type="checkbox"/> UTENSILS	BUDGET / COST _____
<input type="checkbox"/> OTHER _____	_____
_____	NOTES _____
_____	_____
_____	_____

GRILLING STATION: FOOD SERVICE	
<input type="checkbox"/> TABLES	AMOUNT NEEDED _____
<input type="checkbox"/> TABLE CLOTHS	TEAM LEAD _____
<input type="checkbox"/> SERVING PLATTERS	_____
<input type="checkbox"/> CHAFFING DISHES	_____
<input type="checkbox"/> SERVICE UTENSILS	SOURCE _____
<input type="checkbox"/> PLATES	_____
<input type="checkbox"/> SILVERWARE	BUDGET / COST _____
<input type="checkbox"/> NAPKINS	_____
<input type="checkbox"/> CONDIMENTS	_____
<input type="checkbox"/> OTHER: _____	NOTES _____
_____	_____
_____	_____
_____	_____

GRILLING STATION: BEVERAGE STATION	
<input type="checkbox"/> COOLER	AMOUNT NEEDED _____
<input type="checkbox"/> ICE	TEAM LEAD _____
<input type="checkbox"/> BOTTLE OPENER	_____
_____	SOURCE _____
_____	_____
_____	BUDGET / COST _____
_____	_____
_____	NOTES _____
_____	_____
_____	_____

GRILLING STATION: WASTE	
<input type="checkbox"/> GARBAGE CAN	AMOUNT NEEDED _____
<input type="checkbox"/> COMPOST CAN	TEAM LEAD _____
<input type="checkbox"/> RECYCLING CAN	_____
_____	SOURCE _____
_____	_____
_____	BUDGET / COST _____
_____	_____
_____	NOTES _____
_____	_____
_____	_____

NEIGHBORFEST EQUIPMENT, SUPPLIES & BUDGET FORM

Block parties need three ingredients; people, food and “stuff.”

The “stuff” comes in the form of everything from banquet tables to chairs. Each Neighborfest Team will need to identify what they need, where they’ll get it and if there will be a cost. Use the tracking doc below during your planning process to be sure you don’t forget anything.

ITEM	TEAM LEAD	SOURCE	WHEN DO WE WANT IT	COST	NOTES

“DAY OF” TASKS & TIMELINE WORKSHEET

Neighborfest “Day of” Tasks & Timeline Form

On the day of the Neighborfest, coordinating the timing of activities is essential to hosting a fun and safe event. Use the worksheet below to identify what should be happening when.

General Event Data:

ACTION	TIME	NOTES
SET-UP START TIME		
BLOCK PARTY START TIME		
BLOCK PARTY END TIME		
BREAKDOWN END TIME		

General Event Data:

TASK	OWNER	TIME	NOTES
Set up Barricades (SAMPLE TASK)	Ed	10 AM	Get barricades from Jane

NEIGHBORFEST GUEST SIGN-IN SHEET

Thank you for attending our block party today.

In an effort to build a safer, more connected community, we are asking folks to provide us with information that will ensure that during times of stress, we can be there for each other.

Please note:

- This information will be used to support the safety needs of our community.
- This information will **NOT be shared** with any organization/agency.
- You are **NOT required** to complete any of the sections aside from name, address, and email.

CONTACT INFORMATION

REQUIRED Name

Address

OPTIONAL Email

Phone

Number of residents in your home

Any seniors/disabled members? Y / N

ABOUT YOUR HOUSEHOLD During times of stress, we may need to help each other out before first responders arrive. Please take a moment to complete the survey below.

Again, this information will be held in strict confidence and not shared or published anywhere.

SKILLS IN YOUR HOUSEHOLD

- Medical / Healthcare / First Aid
- First Responder / Military
- Child Care Experience
- Elder Care Experience
- Emotional Counseling
- Team Management / Facilitation

LANGUAGES

- Spanish Chinese (Cantonese)
- Tagalog Chinese (Mandarin)
- ASL Other

- NERT / CERT / Search and Rescue
- ALERT
- Red Cross Shelter Management
- Foodservice
- Ham Radio Operation
- Construction / Carpentry
- Electrician
- Plumber
- Transportation of people / materials
- Animal Care / Veterinarian
- Other skills of note

RESOURCES IN YOUR HOUSEHOLD:

CONSTRUCTION

- Power tools
- Shovels / Axes
- Crowbars
- Chainsaw
- Ladder

COMMUNICATION

- Radios / Walkie Talkies
- Ham Radio

POWER

- Gas Generator
- Solar Powered Generator / Wall Battery

MEDICAL

- First Aid Kit / Medical equipment / gear

EMERGENCY RESPONSE

- Emergency gas / water shut off tool
- Lanterns / Flashlights / Headlamps

FEEDING

- Camp Stove / BBQ / Turkey Deep Fryer
- Propane Tanks
- Cooler

GENERAL

- Dry Erase Board
- Animal Crates