



Block Party Checklist

By One Month Out

- ☐ Determine the date and time of your Block Party. (A weekend date or holiday is often the best time for the event.)
- ☐ Contact Joe McFadden joe@theridgecc.com with your date and time one month prior to party.
- ☐ Don't do it alone. With The Ridge's help, determine an apprentice and other Ridge attendees to help you with the Block Party.
- ☐ Determine how much of your neighborhood you will invite. In selecting who to invite, use natural neighborhood boundaries (where possible).
- ☐ Request invitations/flyers to pass out to your neighbors.
- ☐ Apply for block party permit from city
<http://city.milwaukee.gov/mpw/BlockParties.htm#.U3TclWSwKIY>

2-3 Weeks Out

- ☐ Enlist one or two neighbors to help you.
- ☐ Make a list of food needed. Don't forget plates, cutlery and cups, and beverages. Plan to have more than needed in each of these areas.
- ☐ Consider what equipment you will need for the event. Here are a few ideas to get you started in thinking through this.
 - Corn hole & bean bags
 - Frisbees
 - Sidewalk Chalk
 - Popcorn maker (popcorn, bags, scooper)
 - Cotton candy (machine, silver tub, clear dome, mix cartons, sticks, holder)
 - Snow cone (machine, cones, syrups, pump, scooper)
 - Tables
 - Chairs
 - Coolers (2)
 - Round cooler (for lemonade)
 - iPod (pre-loaded with songs)
 - iPod speaker system
 - Serving spoons
 - Clorox wipes
 - Spray bottle cleaner
 - Paper Towels
 - Trash Cans