

Block Party Planning Sheet

NEED	Person Responsible	Things to be done
Event Coordinator		<ul style="list-style-type: none"> <input type="checkbox"/> Overall planning and coordinating of the event: <input type="checkbox"/> Date & Location determined <input type="checkbox"/> Trailer reserved <input type="checkbox"/> Team recruited – jobs assigned Contact Block Party Trailer Coordinator at mbablockpartytrailer@gmail.com
Food Team Leader		Works with the Event Coordinator to see that all the details of the food are carried out efficiently; is in charge of gathering food, cooking, serving and overseeing the clean up of all cooking equipment; securing any permits needed for serving food
Trailer Transport		Arrange for pick-up and return of the Block Party Trailer: <u>Pace Single Axle Outback Cargo</u> Trailer; overall length = 13'4"; 2 inch ball, sleeve with hitch included, Weight is about 2500 lbs loaded; 4-pin flat wiring connection
Program/Activity Coordinator		Oversees the schedule for the event and all games & activities by securing helpers to operate every game/activity that will be used; determine inside activities that would get people into the building (story time; craft; gym games/contests;) Coordinates the setting up and taking down of all games & activities
Promotion Leader		In charge of getting the word out about the Block Party; printed flyers, door hangers in the neighbourhood, newspapers, radio stations, invite cards for church members
Prayer Leader		Prayerwalking the neighbourhood prior to the event, engaging the church family in prayer; communicate specific prayer requests through prayer networks (email, Sunday bulletin, etc.)
Greeters/Registration Team Leader		Greeters should be prepared to give directions and information as needed; can give a balloon to every child attending or some candy; Oversee the registration process and how you will gather information from your guests; name tags for greeters; have items needed for registration (pens, registration cards, tickets for food & games); coordinate the door prizes or give-aways that will be offered for those who register; maybe goody bags?
Sound System		Person responsible to have appropriate music playing on ipod or cd player during the event and overseeing the sound system for announcement times
Set-up/Clean-up/ Take-down	EVERYONE!	Let every church member know that they are needed for set-up /clean-up & take-down
Follow-Up		Coordinate the follow-up plan for connecting with guests and helping them to take "next steps"