

Block Party Checklist #2:

Creating an Invitation



Timeframe: **Midwinter**, or 1 month before the block party
Midwinter is when you will want to choose a block party date, if possible. The sooner this date can be communicated the better. In the real world, this is communicated by word of mouth or email. A paper invitation should reach your neighbors one or two months before the event.

Invitation Content:

- ☐ **Date** - include the year, which is nice for future reference when you are trying to decide how long you have been having your block parties!
- ☐ **Raindate** - when and how a delay is communicated
- ☐ **Time**
- ☐ **Location** - e.g., listing a house number
- ☐ **“Block Party”** mentioned somewhere
- ☐ **Your neighborhood name** (if there is one)
- ☐ **What to bring** - e.g., food, drinks, plates, lawn chairs, etc.
- ☐ **What to expect** - e.g., grills, condiments, children’s games
- ☐ **Special times** - e.g., sing-alongs, children’s games, an outdoor movie
- ☐ **Contact details** - how to reach someone who can provide further information as needed

Printing:

- ☐ Print, digital or both?
- ☐ Color or Black&White?
- ☐ Size - printer paper or postcard?
- ☐ Amount
- ☐ Who will print, or how will photocopies be paid for?

Distribution:

- ☐ Who will deliver the invitation?
- ☐ Who will email the invitation?
- ☐ When will invitations be delivered/emailed?

☐ Other: _____

What’s Next?

Look for these details in upcoming checklists:

- ☐ Establish a Task List that assigns each preparation to a responsible person
- ☐ Review Block Party Day Schedule