

NEIGHBORHOOD PARTY IN THE PARK PLANNING TIMELINE

2 months prior

- Locate another neighbor or two to help with the planning, organizing, and recruiting of other help.
- Decide on Party date & time.
- Plan for Rain-out alternatives.
- Scope of the Party (how big will it be - who and how many neighbors to invite).
- Location of Party – (which City of San Ramon Park?).
- Type/Theme of Party (BBQ, Potluck, Kids Fun Day, Holiday Party, etc.).
- Reserve the Neighborhood Party Fun Kit and make a reservation for the picnic area, if the party will be at: **Athan Downs Park, Central Park, Hidden Valley Park, Ramona Park, Rancho San Ramon Park, Senior Center Park, Sports Park and Valley View Park.**
- Budget (will participants need to contribute money and/or bring food).
- Decide how you will get the word out to your neighbors.

1 month prior

- Follow up planning meeting to discuss: what's been done and what still needs to be accomplished.
- Send out invitations/flyers no later than one month prior.
- Check on # of RSVP's.
- Visit the park where the party will be held and plan the layout.

1 week prior

- Continue to publicize party.
- Pick up the Neighborhood Party Fun Kit.
- Confirm arrangements.

Party Day

- Set-up
 - Decorate.
 - Designate areas for food, seating, music & activities.
- Arrival
 - Assign greeters.
 - Have a sign-in sheet and nametags.
- Party Schedule
 - After everyone has arrived, announce the day's events & any special announcements.
- Clean-up
 - Enlist as many people as possible to help clean up the area before leaving.