

Effective Block Party Checklist

Description of Items Needed

Quantity

Food

Hamburgers - Frozen	
Hotdogs	
Hotdog Buns	
Bags of Ice	
Chips- <i>(Small Individual bags)</i>	
Snack Cakes - <i>(Recommended Little Debbie Snack Cakes)</i>	
Drinks - <i>(Coke/Mountain Dew/Pepsi : Brand Name Cans Preferable)</i>	
Ketchup	
Mustard	
Napkins	
Trash Bags - <i>Larger size is better</i>	
Trash Cans	
Foil Pans to place cooked food in <i>(transfer to serving containers)</i>	
Styrofoam To Go Boxes - <i>(all meals should be packed in these)</i>	
Plastic gloves - <i>(All servers should use these)</i>	

Cooking

Several Gas Grills - <i>(Tanks filled)</i>	
Extra Gas Tank	
Spatulas	
Water Bottles for flame control	
Coolers for Meat	
Coolers for Drinks	
Aluminum foil	

Checklist

Servers and Serving Meals

You should serve all food and drinks to guest. Make sure all servers have on plastic gloves and do not allow extra items to be given until everyone has been served. Do not allow people to come up and just take items. Make sure Saints are very clear that they do not eat until every guest has eaten.

Music

a) Old style songs are a must! I know we all want to use our style however the people that you will be reaching will not respond as well to what we play today in most churches. You need old black gospel and hymns. We have tried other styles and found that people in the world; or sinners relate to old songs that were being played as they grew up or their grandma used to play. ***(If you do not receive any other part of this information, this one is KEY!) If you have musicians that can play live music we suggest that.***

b) Make sure you have a complete list of songs to sing. *The more the better, it's important to have a lot of music not just 3 songs.*

c) Praise Singers

d) Instruments – Cords – Mics – All Sound Equipment

e) Electric Generators – Extra Electric Cords and Power Strips *(You can never have to many of these)*

f) It is very important to have all music, sound and singers ready and tested 45 minutes before events. Make sure all musicians are not playing their instruments except during songs...for instance you don't want the guitar player jamming to his own tune while warming up...you want the musicians ready to roll and play when the party starts. If tuning is needed keep volume down to a minimum while tuning...this is not something you want the neighborhood to endure.



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Bouncing Balloons/Blow Up's:

It is important to try and get the inflatable bouncing balloons for children. These will draw tons of children. Make sure you have people who can monitor them you will want two people at minimum. It gets wild!

Give-Away Prizes

- a) You want to name your Block Party "Blessing Our Community Through Giving"
- b) Purchase prizes: *(Prizes should be at least the suggested. You may add more if needed)*
 - (1) – \$49.00 Kids Bicycle
 - (10) - \$10.00 Gas or Grocery Gift Cards
 - (4) - \$25.00 Wal-Mart Gift Cards
 - (2) - \$13.00 Key Chain Digital Cameras
 - (1) - \$34.00 MP3 Player

Baptism Tank

- Large Horse Trough – Or Large Swimming Pool with minimum depth of 3 ft
- 3 Long Garden Hoses - Scan the area to see if you can use any water from the complex
- Towels – *You can never have to many, bring tons of them!*
- Extra Clothing and Robes – Have the Saints bring in as many old clothing items as possible for people to use to be baptized in.
- A possible changing area – sometimes a cargo trailer or make shift changing area will work.

Chairs and Tables

Try and bring out as many chairs as possible. Also you will need a lot of tables. You need tables for the serving line, registration, sound equipment and cooking area.

Ministries

- a) Puppets and children ministries if Possible should be done at some point of the service. Make the children want to come to your church to get more!

Flyers

You will want to have hundreds of flyers that advertise your service schedule and any up coming events. Make it an exciting flyer. Pass them out to every person that attends your block party.

Registration

This is one step that you must focus a lot of attention on. You will need hundreds of guest registration cards; we suggest two colors, one color for adults 12 and over and one color for children 11 and under. You will need a minimum of 6 people working registration. You will want to have rolls of tickets, each person who registers gets a ticket, and this ticket is what they will use to get their free meal. Without a ticket they will not be allowed to eat. Make it clear by announcing as much as possible through out the service that every individual needs to register and only one registration per person. You want each child and each adult to fill out a complete registration guest card. Tell them you are going to be using the registration cards to draw names for prizes. You will want to keep all registration cards and use them for follow up. Each person should receive a post card or letter from the church no less than one week from the event. Make sure you have the following request for information on your guest card:

- Name
- Address
- Phone (home and cell)
- Email
- What Church They Attend
- Are they interested in more information about your church?
- Are they interested in a FREE bible study

Preaching

Keep this short and very Evangelistic Basic message on Sin and Salvation



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Altar call should be very strong and compelling.

I always ask that anyone that wants a free Wal-Mart card to hurry to the front, then when every person is up there I ask who wants it and hand it to them, showing the affect of I want to give it, someone wants to receive it but to receive it they must do something which is extend their hand and grab it! Then I tell them Jesus has died for us but we must do our part to receive our salvation.

Then it is important to explain salvation and baptism.

Clean Up Crew

It is important to announce through out the service that you would appreciate any trash to be placed in trash cans. You will want to have as many cans as possible on hand. Make sure you have a complete crew to canvas the area and keep area extremely clean after event. Also this crew may assist in packing chairs, tables, sound equipment and instruments.

Other Important Information:

One very important thing you will need to do is have a meeting with all workers and saints before heading out to your event. In your meeting cover all areas, double check and make sure you have all items on your list.

Talk to everyone and let them know it is crucial that they do not talk to each other during this block party unless it is relative to issues of service. Let them know they **MUST** greet every person and make them feel very welcome to this party. **NEVER** leave sinners standing by their self....every person in your church should be talking to sinners!

Advertising for Event

You should make sure to pass out flyers for at least 3 days leading up to your block party in the surrounding areas. Also you will want to place door hangers on every door and apartment possible within a 2 mile radius.

On the day of the event we usually use a megaphone and drive around the area telling people about our free block party and letting them know what time it will start. This is recommended to be done from 1-2 hours before event.

You may also want to place an ad in the local news paper if possible.

Door hangers can be purchased at www.outreach.com you will need as many as possible, you can determine how many apartments and houses are in the area and order accordingly.

You can also find a flyer we use on our web site at www.gowinsouls.com

Appointing Leaders of each portion of this event

You will want to appoint several leaders over each portion of this event, i.e....cooks, music, registration, food, ministry, clean up etc...

Each leader should have a clear list of responsibilities and be held accountable throughout the entire planning session. It is very important that you express how important it is to never assume someone has something taken care of as a leader, make sure each person actually knows for fact that the issues are resolved.

Each leader should have several other people working with them to complete each task.

Have tag in sessions leading up to the event double checking every detail with each leader.

We have had huge success in reaching souls with doing block parties. We pray this information will bless you and you can reach as many souls as possible! Remember in all labor there is profit!

NOTES:



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