



NEIGHBOUR DAY PLANNING CHECK LIST

Hosting a successful Neighbour Day event is not difficult. It's meant to be fun and relaxing. It does, however, take a little time and effort. The best part is you do not have to do it alone – get your neighbours involved in the planning!

Here is a quick check list to follow and a questionnaire to help shape your event.

Deliver the questionnaire to all or some neighbours to garner interest in Neighbour Day and to find helpers to organize the event

Set a date for planning and invite neighbours to help design the event

Date: _____ Time: _____ Place: _____

Things to consider at your planning meeting:

Decide on scope of the event (how big will it be)

Decide on location (indoors, backyard, at a park, on the street)

Themes or activities for the event (BBQ or Potluck) [*download our suggestions to help](#)

Budget (how will costs for food, supplies, entertainment be covered)

How will you promote your event (word-of-mouth, Social media, invitations) [*download our fancy or simple printable invitations](#)

Thanks Neighbour!

NEIGHBOUR DAY QUESTIONNAIRE

The first Sunday in May is Neighbour Day in Greater Victoria and I thought it would be fun to plan an event in our neighbourhood. If you would like to learn about what's happening in Victoria before you decide, visit www.neighbourdayvictoria.com and let me know what you think!

Are you interested in participating in Neighbour Day? Yes No

If yes, what is the best time of the day to host our event?

Morning Afternoon Late afternoon/dinner All day

How many people in your household would be interested in attending?

1-4 4-6 More _____

Would you or anyone in your household be interested in helping to organize our event?

Yes No If yes, please provide a name and number or email to contact them at:

If you are interested in attending, which of the ideas would best suit your family?

BBQ (each family brings their own meat/buns, beverage, plus a dessert or salad)

Everyone pay towards purchasing hamburger/hotdogs and buns, plus bring an appetizer, salad, or dessert to share

Each family brings their own picnic

Potluck (each family brings an assigned dish to share – casserole, salad, or dessert) and their own beverages

Other ideas:

Please return this questionnaire to _____ by _____

We will send out a second notice to let you know all about the event!

Your name _____ Address: _____

Thanks Neighbour!