

## Planning a neighborhood block Party

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#	Tasks	Days	Start	Finish	%	Cost	Assignments	Notes
1	Plan	11	3/29/2007	4/12/2007	0	\$0.00		Created by Thomas Leech, <a href="http://www.winning-presentations.com">www.winning-presentations.com</a> .
1	<b>Week 4 - Declutter and Begin</b>	25	9/24/2007	10/26/2007	0	\$0.00		
2	Prepare to meet with neighbors	9	9/24/2007	10/4/2007	0	\$0.00		
3	Decide on a day about 4 weeks out	1	10/4/2007	10/4/2007	0	\$0.00	Grady, Calvin, Leah, Mike	
4	Back up for the date of the event	1	10/4/2007	10/4/2007	0	\$0.00	Grady, Calvin, Leah, Mike	
5	Make a flyer inviting others to join in a block garage sale	1	9/24/2007	9/24/2007	0	\$0.00	Mike, Leah	Put the suggested date and time in the flyer.
6	Draft an "outcome" statement for the event	1	10/4/2007	10/4/2007	0	\$0.00	Mike	
7	Schedule a planning/discussion meeting	1	10/3/2007	10/3/2007	0	\$0.00	Grady, Leah, Mike	
8	<b>Meet with neighbors</b>	10	10/15/2007	10/26/2007	0	\$0.00		
9	Organize and meet initially with neighbors and family	1	10/15/2007	10/15/2007	0	\$0.00	Mike, Leah	
10	Visit the neighbors and ask them if they want to participate	1	10/23/2007	10/23/2007	0	\$0.00	Leah, Mike	
11	Distribute flyers to the neighbors	1	10/22/2007	10/22/2007	0	\$0.00	Leah, Mike	
12	Distribute plans to neighbors	1	10/24/2007	10/24/2007	0	\$0.00	Leah, Mike	
13	Ask neighbors for a list of venues that they have used	1	10/26/2007	10/26/2007	0	\$0.00	Mike, Leah	
14	<b>Gain community approval</b>	1	10/19/2007	10/19/2007	0	\$0.00		
15	Follow-up with Jack Delay	1	10/19/2007	10/19/2007	0	\$0.00	Mike	1. Is a permit needed?
16	<b>Declutter and gather in bedrooms and closets</b>	2	10/4/2007	10/5/2007	0	\$0.00	Grady, Mike	
17	Spend time each day gathering items	1	10/5/2007	10/5/2007	0	\$0.00	Grady, Mike	
18	Begin saving plastic grocery bags to use	1	10/4/2007	10/4/2007	0	\$0.00	Grady, Mike	
19	Week 1 follow-up with neighbors	1	10/25/2007	10/25/2007	0	\$0.00	Mike	
20	<b>Week 3 - Declutter and Finalize</b>	13	10/26/2007	11/13/2007	0	\$0.00		
21	<b>Market the block sale</b>	9	10/26/2007	11/7/2007	0	\$0.00		
22	Decide on advertising	1	10/30/2007	10/30/2007	0	\$0.00	Grady, Calvin, Leah, Roy, Darryl, Laurie, Mike, Jenny	- On-line advertising via Garage Sale Source or G-Sale. - Advertise in the newspaper - Stress items that people want (kids clothes, baby items, tools, fishing equipment, furniture, collectibles) - List address, date, and time - Stress "No early sales"
23	Finalize plans for a date and time frame	1	10/26/2007	10/26/2007	0	\$0.00	Grady, Calvin, Leah, Roy, Darryl, Laurie, Mike, Jenny	
24	Write the copy that will be used for each venue	1	11/5/2007	11/5/2007	0	\$0.00	Mike, Leah	
25	Distribute plans to neighbors	1	11/2/2007	11/2/2007	0	\$0.00	Mike	