



Event checklist

Plan your event

Two to three months prior

- ☐ Talk to a few neighbours to agree on a date and consider the type of event
- ☐ Determine the most appropriate place to hold your Streets Meets gathering
- ☐ Contact the City's Community Development team as early as possible to discuss occupier (neighbour) consent
- ☐ Complete an Application for an Order for Road Closure and ensure it is signed by the City before submitting to WA Police
- ☐ Submit final plans to the City once approved by WA Police

One month before

- ☐ Invite a small group, no more than 50 people from your street
- ☐ Plan activities to suit your street – older adults, lots of children, or a mix
- ☐ Consider planning some ice-breakers or games to get to know each other
- ☐ Ask your neighbours to assist – suggestions are on the invitation

On the day

- ☐ Welcome and talk to all of your guests
- ☐ Hand out name tags to assist in the social exchange
- ☐ Take photos and have some fun
- ☐ Enjoy getting to know the people who live around you
- ☐ Pack down and clean up the area to ensure nothing is left behind

After the event

- ☐ Keep in touch with your neighbours. Consider starting a group on social media so you can share your photos and remain in contact
- ☐ Share your event stories and photos with the City and use #streetsmeets on social media
- ☐ Return the games kits to the City
- ☐ Send your evaluation form to the City for feedback purposes