

Sample Action Plan: Social/Special Event

Title: New Neighbor Mixer

Date: March 26, 2023, 6pm

Location: TBD (see Next steps)

Description: Evening out for all ages of residents within the Castle Point neighborhood. There will be food, drinks, an ice breaker, games, DJ, Live Band, petting zoo and community news announcements by the Neighborhood Association. We aim to reach residents that have moved into the neighborhood in the last 6 months, but all residents are welcome.

Outreach Committee: Tanesha Roberts (applicant), Robert Brown, Esther Newborn

Partners: Castle Point Neighbors Group

Giveaways: Will give T-Shirts to residents while supplies are limited, but to wear to show neighborhood pride and inclusion. To be worn during meetings and clean up. There will be a raffle for all neighbors to have a chance to win a gas card.

Next Steps:

1. Secure location (options are currently Lewis & Clark Elementary school, or The Legal Solution Group office) Pay the block unit fees - Tanesha
2. Set up Textedly for RSVP and send out texts - Robert
3. Pass out fliers at local businesses, with local business owners, at schools and churches with RSVP information - Robert & Men's church group
4. Order food and drink from The White Barn - Esther
5. Order games and decorations -Tanesha
6. Hold the event! - everybody

Sample budget for SDAF Application - Social Event

This sample shows a variety of possible expenses specifically for a social event like a block party or National Night Out. The estimated costs should be verified for your specific action. You can print and write your information as a draft before entering it into [Submittable](#) or upload a separate PDF to your application.

EXPENSE ITEM	DESCRIPTION	ESTIMATED COST
SUPPLIES & EQUIPMENT		
Paper Goods	Napkins, popcorn bags, food trays, cups	100
Games	bingo set, jump rope, giant games	150
MARKETING, OUTREACH, AND COMMUNICATION MATERIALS		
Advertisement	(250) 8.5x11" flyers	75
Marketing	50 yard signs with stands	300
Branding	1 banner	125
FOOD & BEVERAGE		
Food (Block Party)	100 hot dogs & buns	100
Snacks (Planning Meeting)	1 box of mixed chips, 1 case of water	30
Drinks (Block Party)	3 cases of soda, 4 cases water	65
EVENT SERVICES		
Permit	Block Street Off	75
DJ	4hrs	300
Porta-Potty	2 for 4 hrs	150
Bounce House	4hrs 2 bounce house, inflatable basketball	450
Live Band	1 hr	150
Professional Photography	application to block street for the day	75
Petting Zoo	2hrs	350
MISCELLANEOUS		
Guest Raffle	3 gift cards - \$25 each	75
Member Fees	Block Unit Registration fee yearly	250
t-Shirts	75 at \$15	1200
Total Estimated Cost:		4020
If your budget exceeds \$2,000, list how you will meet the additional need.		
ADDITIONAL FUNDING SOURCES & AMOUNTS		
SOURCE	Amount	
Local Business Donations	600	
Neighbors Donations	455	
Block Member Fundraiser	965	
	Total:	2020
	Balance to request from SDAF:	2000
Reminder: The total estimated costs for eligible SDAF application budgets must be less than or equal to \$5,000. The purpose for all items listed in the budget must be described in the action plan.		