

# Check-list

## Preparations

- Getting to know the process
- Reaching out to the neighbourhood
- Invitation for the kick-off meeting
- First team meeting
- Looking for active people willing to help with preparations
- Creating a common communication channel

## Planning (at least 2 months in advance)

- Agreeing on the venue, date and time of the Community Playstreet
- Obtaining permits

## Material preparations

- Toys, games, sports equipment
- Traffic signage
- First aid kit for minor scuffs and scratches
- Drinking water in case of need
- Folding chairs in case someone with reduced mobility arrives
- Hardware (such as speakers, if you want to have music playing)

## Informing the neighbourhood

- Flyers on the gates of houses
- Sharing the event via social media
- Informing people parking on the street (e.g. by posting notices behind wipers) in case of traffic restrictions

## The day of the Community Playstreet

- Placement of equipment on site
- Repeating instructions for Safety Heroes (how to navigate drivers if they need to access the house by car?)
- Fun!
- Taking pictures
- Getting feedback
- Cleaning up
- Preparing to do it again