

# MEET YOUR NEIGHBOUR PROJECT

## Checklist

To reduce the workload of one or two people and to ensure everyone's needs are met it is suggested that guests bring their own food and drinks.

### Things to consider

#### Before the day

- Decide on what kind of gathering you would like to host (eg a BBQ or picnic in a local park, a backyard gathering, a cuppa catch-up at a local café), the date, time and venue.
- Make sure you choose a venue with good access, shade and toilets.
- Develop a wet weather plan as backup.
- Decide which neighbours to invite – also invite neighbours you don't know so well.
- Conduct a doorknock, chat to neighbours in the street or leave invitations in the letterbox. The City can assist you with producing the invitations.
- Consider the needs of people who might need extra help to participate.

#### On the day

- Take items that will encourage games and conversation.
- Ensure that people are introduced to each other as soon as they arrive. A suggestion is to have name labels on hand as an option to help with introductions.
- Encourage neighbours to share contact details or connect through social media. Exchanging details may help the group to stay in touch and could be invaluable in the event of an emergency.
- Take lots of photos, have an awesome time! Let the City know how your gathering went and send a photo of the day.

