Email: info@cscono.org

Phone:719-471-3105

How to Plan your Park Picnic:

STEPS	DESCRIPTION	NOTES
1	Confirm with CONO that paperwork has been processed and/or accepted	Call CONO 719-471-3105 Email: info@cscono.org
2	Recruit neighbors to help plan event; form event committee.	Confirm date, time and venue. (Check venue regulations before future planning of activities; Tier 2 parks only.) Define each person's role in the planning process to avoid missing information and overlap. Make sure you all are communicating until the very end of the event. (biweekly meetings, email group, Facebook messenger)
3	Ask local businesses for donations.	Donations come in all shapes but the recommended donation asks should be for buns, burgers, hotdogs, sides, beverages, plates, ice, etc. If you know of a local band, face-painter, or

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		family entertainer consider this type of donation as well. If a donor/sponsor needs a sponsor letter ask CONO for a sample, If you are looking to make your own; use CONO's tax ID # 27-3365618
4	Borrow a grill and potentially a grillee	If you don't have a grill, ask a neighbor. (Propane is recommended to keep fire hazard down but charcoal is a secondary option.) If you are not a griller, ask a neighbor to take on that role.
5	Create flyer	By this point you should have attained date, time, and venue. You should also have an idea of what is still needed (potluck for sides, etc.) Include activities such as live music, kid games, face-paint, lawn games, etc. **Need help printing?** CONO can print colored copies for $0.25 a page
6	Pack a safety bag	This bag should include sunscreen, first aid kit, trash bags, tent (Not mandatory but advised for weather purposes)

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7	Neighborhood Committee should meet three-four days prior to event to go over itinerary	This ensures that everyone is on the same page, any last minute questions can be answered, and problems can be prevented.
8	Have fun and take in feedback from neighbors and attendees	This helps you plan for future neighborhood events!

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