



Event Overview

Neighborhood Services Division

City of Escondido

INFORMATION
GUIDELINE

9

Updated: 6/19/14

Tasks	Responsible	Notes
Form Event Committee	Group	
Agenda (optional)	Group	
Announcer/MC	Group	
Sound system/microphones	Neighborhood Services	
Decorations	Group	
Flyers/Invitations	Neighborhood Services	
Invitation to Council	Neighborhood Services	
Distribute flyers/Invite Guests	Group	
Food	Group	
Utensils	Group	
BBQ	Group	
Charcoal/lighter fluid/matches	Group	
Condiments	Group	
Cook/helpers	Group	
Drinks	Group	
Napkins/Plates/Knives/Forks	Group	
Explores	Neighborhood Services	
K-9 demo	Neighborhood Services	
Fire Truck	Neighborhood Services	
Drawing Contest	Neighborhood Services	
Face Painting	Neighborhood Services	
Piñata/ Bounce House	Group	
Kids Games/Prizes	Group	
Mobile Recreation	Neighborhood Services	
Salsa Tasting Contest	Group	
Media/ NTC, Univision	Group & N.S.	
Layout Map	Group	
Tables/Chairs	Neighborhood Services	
Ice/Ice chests	Group	
Port-a-potty	Group	
Canopies	Neighborhood Services	
“No Parking” signs/Road closure	Neighborhood Services	
Electricity	Group	
Raffle Prizes/Raffle tickets	Group/Neighborhood Services	
Awards	Group	
Clean-up / Trash Bags & Boxes	Group / Neighborhood Services	

“Neighbors Create Neighborhoods”



For more information visit our website at:
www.escondido.org/neighborhood-services.aspx

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