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**Carnival @ Home ’21**

**Street Party Checklist**

**Get Started Now!**

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|  | Chat about the idea with neighbours you know |
|  | Plan 1 or 2 [meetings](https://www.streetparty.org.uk/guide/residents-guide/#Planning_and_meetings) and invite everyone in your street in writing |
|  | Consider if you need to close the road. You can choose an informal [street meet](https://www.streetparty.org.uk/guide/street-meet/) |
|  | **If you want to close the road.**  [**Apply to Oxford City Council for a road closure license by 22 May.**](https://www.oxford.gov.uk/downloads/download/82/street_party_application_form) |

**Planning**

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|  | The date is 4 July – what time do you want to hold the party? Consider your schedule of activities. |
|  | Share jobs out so that there is not one ‘organiser’ |
|  | Be inclusive and involve everyone. |
|  | Plan food, games, etc. Activities for ages and tastes. |
|  | Music not too loud, late, or long, and for all tastes.  (Tune in to Virtual Carnival @ Home from noon – 6pm and DJ sets on Mixcloud) |
|  | Arrange [road signs](https://www.streetparty.org.uk/road-closures/) |
|  | Borrow, buy, or make [bunting](https://www.streetparty.org.uk/bunting/) |
|  | You probably don’t need [insurance](https://www.streetparty.org.uk/guide/residents-guide/#Insurance_and_safety) – if in doubt [check with the council](https://www.oxford.gov.uk/info/20146/streets/72/apply_to_hold_a_street_party). |
|  | As long as you aren’ t selling alcohol, you won’t need a [licence](https://www.streetparty.org.uk/guide/residents-guide/#Licences) to sell it! |
|  | Get the Neighbours’ [Street Play Guide](https://www.streetparty.org.uk/guide/street-play-programme/) |
|  | Consider what equipment you need to make, bring, or hire eg: tables, chairs, prizes, banners |

**Week Before**

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|  | Send out reminder for party and moving some cars |
|  | Display legal order for road closure if you are required to |

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|  | Set up road closure barriers and bunting etc. |
|  | Clear up and open the road after party |

**On the Day**

[**Afterwards**](https://www.streetparty.org.uk/guide/residents-guide/#Afterwards_8211_follow_up_and_tell_your_story)

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|  | Share photographs with your friends and neighbours, and tell us all about it @cowleycarnival #cowleyroadcarnival |