

# 10-Step Checklist for a Successful Alley Cleanup Event

|                         | Step | Action   | Notes   | When                           | Due Date           |
|-------------------------|------|--|---|--------------------------------|--------------------|
| <b>Before the event</b> | 1    | Identify a date & time for your event.   | <ul style="list-style-type: none"> <li>• Go door-to-door to ask your neighbors what future weekend dates would work for them.</li> <li>• Conduct a survey:                             <ul style="list-style-type: none"> <li>○ Use a free e-survey via SurveyMonkey or Doodle poll (need email addresses)</li> <li>○ Use a paper survey to drop off at homes &amp; request to return to you</li> </ul> </li> </ul>   | 4 weeks before                 |                    |
|                         | 2    | Ask for help.  | <ul style="list-style-type: none"> <li>• It's more fun to do an event like this WITH someone!</li> <li>• Contact the <a href="#">CPN Inc. Green Team (GT)</a> for support.</li> <li>• The GT will help you <a href="#">earn points</a> for CP as a result of your event toward becoming a <a href="#">Certified Sustainable Neighborhood (SNN)</a>!</li> </ul>  | 4 weeks before                 |                    |
|                         | 3    | Communicate!   | <ul style="list-style-type: none"> <li>• Get the word out to neighbors surrounding the alley you're targeting to clean.</li> <li>• Use a variety of methods:                             <ul style="list-style-type: none"> <li>○ Direct emails</li> <li>○ Distribute flyers</li> <li>○ Talk f2f,/door to door</li> <li>○ Post on NextDoor</li> <li>○ Advertise in CPN newsletters</li> </ul> </li> <li>• Communicate at least 2-3 times before the event. The GT can help you with this.</li> </ul>  | 4 weeks before to 1 day before | Begin:<br><br>End: |
|                         | 4    | Determine:<br>1. Materials you'll provide.<br>2. Materials you'll ask your neighbors to bring. | <p>You:</p> <ul style="list-style-type: none"> <li>• Folding table</li> <li>• Water, snacks, pot luck, etc.</li> <li>• Sign-in sheet &amp; pens (for GT SNN credit)</li> <li>• Wheel barrow to easily move unwanted materials</li> <li>• Device to take before &amp; after pictures (smart phone or camera)</li> <li>• Supplies and tools available through the <a href="#">Keep Denver Beautiful Project</a></li> </ul> <p>Neighbors:</p> <ul style="list-style-type: none"> <li>• Rakes, brooms, shovels, dust pans</li> <li>• Gloves</li> <li>• Large bags (Paper or plastic)</li> <li>• Truck to haul away trash</li> <li>• Other:</li> </ul> | 3 weeks before                 |                    |
|                         | 5    | Do what you can ahead of time.   | <ul style="list-style-type: none"> <li>• Obtain your materials for the event.</li> <li>• Remind neighbors of the event &amp; what materials to bring.</li> </ul>  | 2 days before                  |                    |

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|-------------------------|------|------------------------|---|-------------------------|--------------|
| <b>Day of the event</b> | 6    | Set up early.          | <ul style="list-style-type: none"> <li>• Have your table set up and ready to go.</li> <li>• Take before pictures (to compare to after pictures).</li> </ul>   | :15 before              |              |
|                         | 7    | Have fun!              | <ul style="list-style-type: none"> <li>• Greet/introduce yourself to your neighbors as they arrive; ask them to sign in.</li> <li>• Place unwanted items as appropriate:               <ul style="list-style-type: none"> <li>○ Compostable in large paper bags (leaves, sticks, etc.)</li> <li>○ Recycling in purple recycle bins.</li> <li>○ Trash for landfill in bags for regular WM pick up</li> <li>○ Your Green Team helper can assist you with this</li> </ul> </li> <li>• Offer to assist others in cleaning their areas – it’s contagious!</li> </ul> | During the event        |              |
|                         | 8    | Break down.            | <ul style="list-style-type: none"> <li>• Capture your neighbors’ thoughts toward the end of the event. Ask questions like: How do they feel about their alley now? Would they like to do something more in the future to beautify the alley?, etc.</li> <li>• Walk up and down alley to ensure no tool left behind.</li> <li>• Take “after” pictures!</li> <li>• Give Sign-in sheet to GT helper.</li> </ul>  | At the end of the event |              |
| <b>After the event</b>  | 9    | Thank your neighbors!  | <ul style="list-style-type: none"> <li>• A handwritten thank-you note is still the most genuine way of expressing gratitude to those involved. Or email and send before/after pics!</li> <li>• An event like this is not only about the experience/result, it’s also about fostering ongoing community relationships.</li> </ul>  | 1-2 days after          |              |
|                         | 10   | Share your experience! | <ul style="list-style-type: none"> <li>• Reflect on what you learned by the event &amp; share with the GT.</li> <li>• Submit a <a href="#">Credit Form</a> to the Sustainable Neighborhood Network to earn points for CP (the GT can help you with this).</li> <li>• Consider writing up a short article for the GT Newsletter, post on NextDoor/Facebook, etc.</li> </ul>  | 1-2 days after          |              |