

Tips and tricks for NNO Resident Coordinators from past Coordinators

These tips have been gathered from feedback provided by Resident Coordinators in the past.

- Start early. Get the invitations and other printed materials from the City earlier rather than later so your neighbors can get the event on their calendars early. Then just remind them closer to the day.
 - Make labels to put on the postcards instead of writing your event details on each of them by hand.
 - If you can, use both paper invites and email/social media invites.
- Make sure that the main NNO Coordinator has help. There's a lot to do and it helps make this an annual event to have multiple people involved in putting it on.
- When the City visitors come by, have either the Coordinator or a designee greet them and help introduce them to the group so that everyone there knows the City staff have arrived to answer any questions your community may have.
 - Gather questions for City staff ahead of time if possible and have a Q&A session when the staff arrive with the Coordinator reading out the questions and then opening it to more questions at the end, if there is time.
- The City provides some nametags, but it's a guess as to how many you need. Double check how many name tags you get in your Coordinator Goody Bag and make sure it's enough for how many you think you'll need. Name tags really helped folks feel comfortable milling, chatting and meeting new neighbors.
- The City provides extra garbage bags. Make sure you designate a place for recycle!
- Have some point of interest like lawn games for residents and kids. Bouncy houses have been a hit for numerous neighborhoods.
- Have a raffle for attendees to participate in.
- Have some kind of drive, like a food or pet drive, to benefit a local non-profit.