

Block Party Kit

PLANNING YOUR NEIGHBOURHOOD BLOCK PARTY

1. Getting Started

- The idea of a neighbourhood block party is to bring neighbours together. It's a good idea to find one or two neighbours to help you with the event.
- One can take the "Lone Ranger" approach, and it can be a great event. However, it may make it more difficult to find someone else to organize it next year.
- The first step is to create an Organizing Committee. It is important to include everyone in the decisions about the event, get opinions on how to handle the food, and possible dates and times to have the event.
- Enlist as many neighbours as you can to help out. More hands make work light, such as someone can type the flyers and someone else can drop them off or give five youths one game each to plan.

2. Which Type of Block Party Will Work Best in Your Neighbourhood?

- Organizers purchase the basic supplies (condiments, napkins, and beverage) and everyone chips in to pay for them.
- Barbecues — everyone brings his or her own meat.
- Picnics — everyone brings their own meal.
- Pot luck — everyone brings one dish.
- Catered — everyone shares the cost and the food is purchased.
- A combination of the above.

Try not to go overboard, it can make people feel the event is too much work. Keep it simple!



parkland
county

3. How Big to Make It

- Start off with a smaller event rather than a large one. It can always grow, but it is hard to shrink it.
- In selecting who to invite, use natural neighbourhood boundaries where possible (i.e. end of the block). If you are planning a street or cul-de-sac party, you need to invite everyone from that area.
- Decide early and make it clear in your flyer if this will be a block party restricted to those on the street/block or whether people can invite friends/relatives (if yes how many). Also decide and make clear if pets are allowed.

4. Location

- It is recommended to use a public space, if at all possible. This will increase the likelihood of shared responsibility for the event.
- Other locations for hosting a block party include a neighbour's yard, pasture, house, garage, barn, workshop or at a community hall.
- If your block party is on public land (a street or park) a block party permit is required. If a fire pit is to be used a fire permit is also required. The block party permit is included with this kit. Please fill out the permit form and return to Parkland County – Recreation, a month in advance in one of the following ways: mail, email or in person.

5. Parkland County Application

Whether on private property or on public lands (roads or parks) which require Parkland County Approval, submit a BLOCK PARTY Application and upon approval receive:

- \$200 voucher to help offset costs of hosting a BLOCK PARTY
- use of the Fun Bag
- A canopy
- Some good ideas in the Block Party Kit

6. Block Party Check List

- Start 5-8 weeks in advance
- Ask a few neighbours if they are interested and willing to help organize.
- Survey neighbourhood. If this is the first event you are planning, determine interest and what type of event will work best.
- A sample survey is attached.
- When survey is completed, have a planning meeting with helpers.
- Get a copy of the BLOCK PARTY GUIDE with the application and a BLOCK PARTY KIT with questions that will guide your planning.

Planning Meeting Decisions

Party date: _____ Time: _____

Address: _____

Poor weather alternative:

Location of the party (on street, in a yard, at a park)

Type or theme of party (BBQ, potluck, Canada Day)

Scope of the party (cul-de-sac, subdivision, east side of lake?)

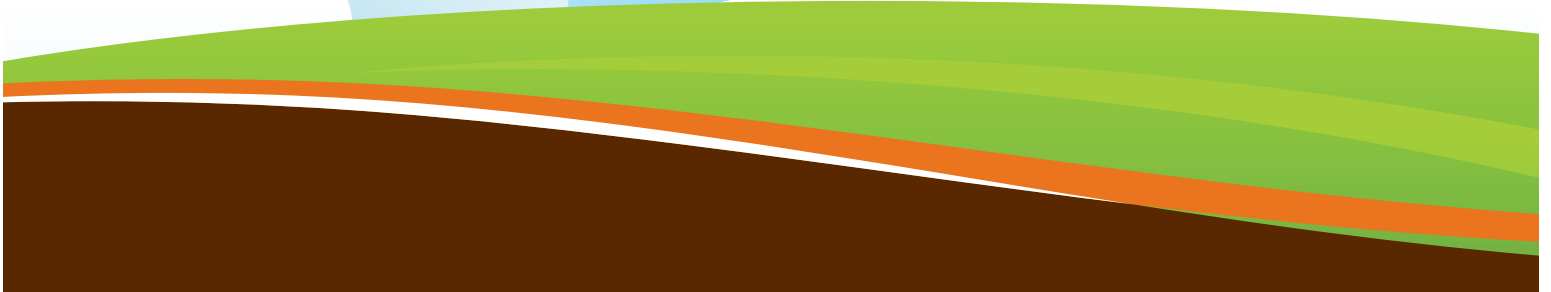
Budget (how will costs of supplies, toilets, activities, etc. be covered?)

Will pets be allowed? Yes No

Application details have all been discussed?

Questions

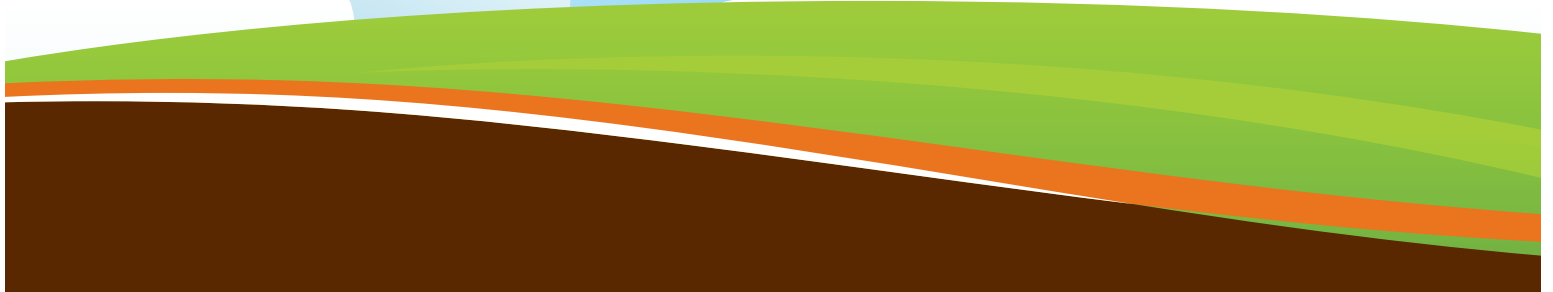
If you wish to discuss your event or if you have questions please call 780 968-8400.



Planning Committee To Do List

Read entire BLOCK PARTY KIT first — covers the details.

Responsibility	Who/Address	E-mail, Phone
Main Contact <ul style="list-style-type: none">• Organize a planning group• Submit Block Party Application• Send out invitations• Answer questions		
Activities <ul style="list-style-type: none">• Welcome games/activities for all ages, icebreakers• Decide whether to offer prizes• Involve kids and teens in planning		
Food <ul style="list-style-type: none">• Arrange for tables, BBQs, coolers, water, etc.• Collect money for any group food supplies		
Site Preparation <ul style="list-style-type: none">• Plan for parking, food, seating, activity areas• Signs, directions• Ensure emergency access, first aid kit and water access		
Clean-up <ul style="list-style-type: none">• Obtain garbage and recycling cans and replacement bags		
Other		



Block Party Check List *continued*

4 Weeks in Advance

- Submit Block Party Application form to Parkland County
- Discuss liability coverage with your home insurance provider

2 - 4 Weeks in Advance

- Send out invitations - sample attached
- Plan introduction activities (name tags, group icebreakers)
- Plan games/activities for all ages
- Get kids and teens involved in the planning and supervising
- Arrange to have tables for food
- Arrange for BBQs, coolers, ice, garbage and recycling cans & replacement bags, water, clean-up supplies
- Arrange for toilet access or portable toilet
- Arrange for first aid kit, fire extinguisher and make a site plan ensuring emergency access
- Arrange for barricades if closing a street
- Arrange for signs to be made and placed day of event

One Week Prior

- Follow-up meeting
- What's been done? What still needs to be accomplished?

Day of

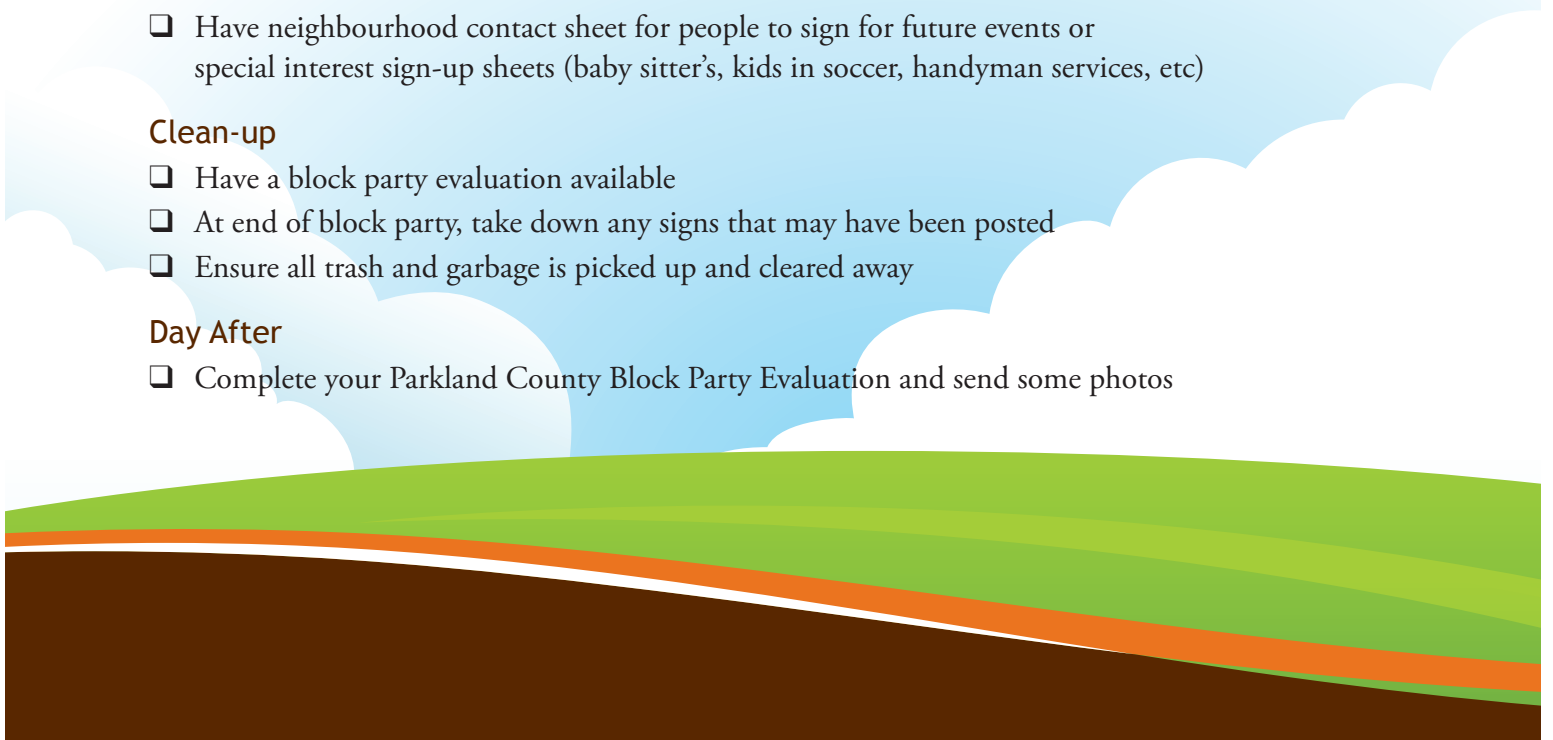
- Designate the areas for parking, BBQs, food, garbage cans, sitting and games/activities
- Set up the arrival area with greeters to welcome, provide directions and introduce people. Have sign in-sheet and name tags
- After everyone has arrived, welcome everyone, announce the day's events and any special announcements
- Have neighbourhood contact sheet for people to sign for future events or special interest sign-up sheets (baby sitter's, kids in soccer, handyman services, etc)

Clean-up

- Have a block party evaluation available
- At end of block party, take down any signs that may have been posted
- Ensure all trash and garbage is picked up and cleared away

Day After

- Complete your Parkland County Block Party Evaluation and send some photos



7. Getting The Word Out

It is important to keep neighbours informed. Here are some ideas:

- Flyers.
- Poster on local notice board.
- A casual approach can be used to inform neighbours as you see them.
- Have your children/teens text neighbourhood friends.
- Make an extra effort to get your new Canadian neighbours out to the event.

8. Set Up

- Set up a sign-in book for records for the next year, and it can help develop a contact list for the neighbourhood.
- Name tags are important.
- Decide what you want neighbours to write on their name tags.
- Line up tables for the food and have a few garbage and recycling cans available.
- Decide whether you will coordinate or everyone will bring their own
 - Chairs or tables
 - Plates, cutlery and cups
 - Beverages, condiments
- If using barbecues, who will bring them?
- Do you need extra coolers, water?
- If having a potluck, have people identify any dish that has nuts.
- Institute a bathroom policy (eg. everyone to use his or her own) so that home security is maintained or use the outhouse or arrange for a portable toilet.
- Be ready to oversee the clean up after the event.
- You may wish to do an evaluation at the end of the event to collect any new ideas.
(See sample in the kit.)

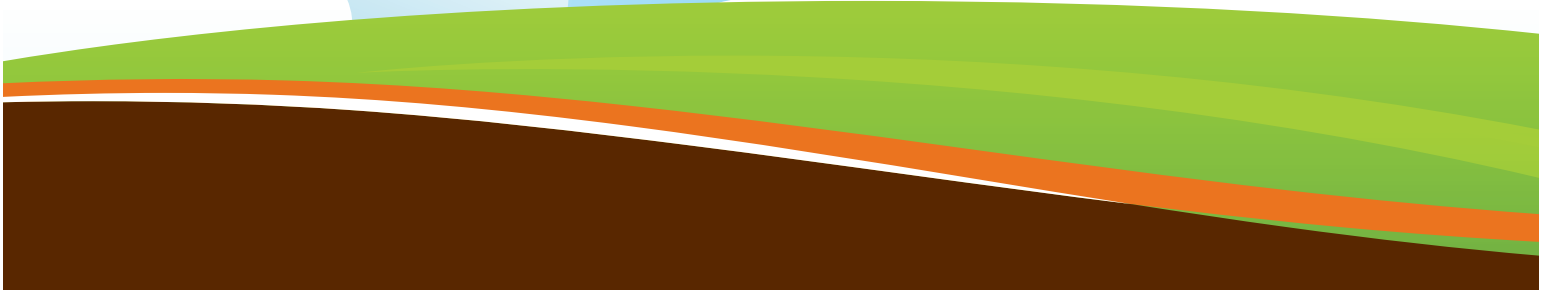
9. Fire Pits

If your block party will be held on public land you will require a fire permit.

Final Reminders

- Neighbours should observe security precautions by leaving their doors locked.
- Loud music is prohibited.
- Remember when setting up tables and chairs that emergency vehicles may need access.
- You may wish to post signs the day before the event to remind everyone of the event and if needed the street closure.

Have fun... let the laughter soar!



Neighbourhood Block Party Questionnaire

A few neighbours have been talking and thought it would be fun to have a “get together”. It would be an opportunity to meet each other and to have some fun! To get this event underway, we would like to know what you think!

Are you interested in participating in a block party? Yes No

If yes, what is the best time of day and the best date?

Date	Day	Times	Indicate your choice
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Which of the following suggestions would suit your family the best?

- bring their own burger/meat, buns
- bring their own picnic meal
- bring one dish to share
- If you have other ideas, please jot them down! _____

If you or a family member would like to help organize, plan an activity or set-up, let us know.

Yes No

If you have a talent to share, let us know. _____

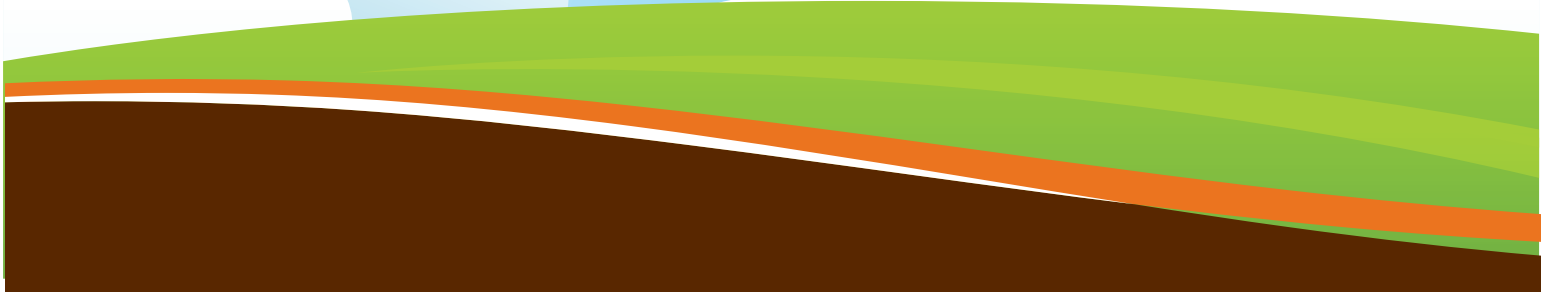
Please give us your name and contacts so we can contact you directly.

Name _____ Phone# _____
Email _____

Please return this questionnaire by _____
to _____ at _____

☺ Watch for your invitation to arrive!

Thanks Neighbour!



You are Invited to a Block Party

Date: _____

Time: _____

Place: _____

Your block party Host is: _____

To contact them please call: _____

Or email: _____

We are asking each family to bring:

- chairs to sit on
- meat or vegetarian food to barbecue for your family
- 1 salad and 1 dessert to share (enough for 6 people)
- beverages for your family (coffee, tea and punch will be provided)
- non-breakable plates, cups and cutlery for your family
- other

Please note: You are responsible for meeting any special dietary needs of family members

Pets are allowed are not allowed

In addition, the block party will require tables, coolers, barbeques, and outdoor games. If you are able to provide any of these items, or you have a talent that you would like to share with us, please let us know!

Please contact the block party host with suggestions for activities you could organize or if you are able to help with some of the “behind the scenes” work.



It's a Block Party Evaluation

Your feedback is appreciated to help plan our future block parties.

What were the 3 best things about the block party?

1. _____
2. _____
3. _____

What 3 things would you recommend for the next party?

1. _____
2. _____
3. _____

How would you like to maintain the neighbourhood connection that was started at the block party during the rest of the year?

Are you willing to help with the planning of a future neighbourhood event? Yes No

If yes, please leave your name and phone # or Email

Name _____ Phone# _____

Email _____

Return this form to _____

at _____

by _____

Thanks neighbour!

