

Block Party Planning Overview

Here are some basics for planning and implementing a neighborhood block party – you'll no doubt have your own ideas and procedures to add, but this should help to get you started!

- 1) Distribute and collect contact sheet for all neighbors
- 2) Recruit at least one other neighbor to help, and send a flyer or email inviting neighbors to attend an initial planning meeting
 - a. Serve some light snacks at your planning meeting, and make it fun!
- 3) At the planning meeting:
 - a. Determine event date and time, or several possible dates for consideration
 - b. Brainstorm and list the types of activities for your event
 - c. Make assignments/volunteers for the various planning and event activities
 - d. Based on the level of volunteer involvement in the planning, you can narrow down your brainstorm list of activities to the final list
- 4) Prepare and send out a “save the date” or date selection flyer/email, or if the date is set, create and send out an event flyer/invitation
- 5) Hold another planning meeting (serve some light snacks? Of course!) to finalize details and assignments, including:
 - a. Barricade street/permit
 - b. Food/BBQs
 - c. Drinks, coolers, ice
 - d. Rentals – tables, chairs, bounce house, etc...
 - e. Theme, decorations
 - f. Name tags
 - g. Entertainment
 - h. Activities, games, sports, ice-breakers, arts and crafts, etc.
 - i. Schedule for the day – include the schedule of events and activities; consider distributing a schedule of activities to all neighbors, and/or create a large poster with the schedule
 - j. Specific assignments for individuals, before and during the event - tasks and volunteer assignments
 - k. Garbage/recycling containers
 - l. Electricity needs
 - m. Budget/funding
 - n. And, don't forget - schedule the Fire Department to make an Emergency Preparedness Presentation during your event, and get a City grant to help offset the costs!***
- 6) It may be a good idea to hold at least one more planning meeting a week or so prior to the event, in order to check in on all the elements and fill in any remaining blanks
 - a. Make sure each volunteer has the tools and information necessary to carry out their particular task or set of tasks
- 7) On the day of the event (or the day before if appropriate) use the schedule you prepared, with assignments and activities, to implement your block party. Once you've done a few such events, it gets easier and easier, so plan on doing it again!