

A General Check-List for planning your Block Party

Survey your neighbors for a good day and date, usually a Saturday or Sunday afternoon. Be sure to consider a Rain Date. Most block parties are held between May and October to take advantage of the warm weather.

You may want to pass out a Block Party Questionnaire before deciding on your date, time and details. The questionnaire might even provide you with a list of people willing to help plan your party. You'll need to pick a date at least 3 or 4 months in advance to allow plenty of time for planning, notifying neighbors and obtaining a city permit. Invite a few neighbors over to plan the party. The planning process itself is an opportunity to have fun and make friends.

Form committees — makes planning easier and spreads the excitement to others.

Once you have a firm time and date, call the Community Board 14 (471-7300) to reserve the date and obtain a permit.

Theme — Choose a theme if the group wishes to have one.
Activities — Choose activities for party.
Food — Decide on whether you're doing your own food, joining up with others, or having food catered.
Community Resources — Determine whether to invite any community resource people such as police, fire or city council members.
Prizes — Determine whether or not to have door prizes, and if so, how they will be given out.
Name Tags — Provide nametags for party.

Plan for the Music — Determine whether or not to have music and if so, make arrangements.

Cameras/Photos — Arrange for someone to be in charge of taking pictures the day of the event.

Plan the Set Up/Clean Up — Bring equipment needed to the site and return afterwards. Someone with a truck might be helpful. If you expect bees, be prepared with vinegar to wipe tables. Set up recycling of disposables if possible.

Consider Equipment you may need — Communicate with residents ahead of time concerning borrowing equipment needed; i.e. tables, grills, coolers, chairs, umbrellas and trash cans.

Think about sporting equipment such as a volleyball and volleyball net, badminton rackets and shuttle cocks, softball and bat, whiffle football, utility ball, Frisbee™ and whiffle ball and bat.

Send out invitations. Consider extending invitations to neighboring streets, busy streets that would not have a location to hold a block party, or neighbors in apartments.

Communicate with committees on progress.

Deliver last minute flyer to residents with itinerary.

On the Day of the Block Party:

- 1. Put up barricades. The city will provide barricades so you can block off the street. The barricades will be delivered to you before the party and picked up afterwards by the Police Department.*
- 2. Set up*
- 3. Be considerate of neighbors regarding noise*
- 4. HAVE FUN*
- 5. Clean up*