

BLOCK PARTY PLANNING CHECK LIST



A successful block party is not hard to have – it just takes a little motivation, a lot of cooperation, and a willingness to enjoy time with your neighbours.

2 MONTHS PRIOR

- Locate a couple of neighbours to help design the survey (if first time event)
- Talk/deliver survey to neighbours to gauge interest.
- Once results are in, invite those interested to a planning meeting and have the Block Party Kit and Flyer Package available.
- Planning Meeting Date _____ Time _____ Where _____
- Planning Meeting Decisions:**
 - **Party Date & time:** _____
 - **Rain-out Alternatives:** _____

 - **Scope of Party** (how big will it be – cul-de-sac, neighbours sharing one block, neighbours sharing alleyway)

 - **Location of Party** (on street/alley, in backyard/carport, at a park)

 - **Type or Theme of Party** (BBQ, Potluck, Canada Day)

 - **Budget** (how will costs of permit, any supplies be covered?)

TO DO LIST (for planning committee)

Responsibility	Who	Address & Phone
<p>Chair/Main Contact</p> <ul style="list-style-type: none"> • send out invitations • answer questions • organize planning meetings <i>(if needed)</i> • get nametags from Atco Gas <i>(420-3856)</i> 		
<p>Activities</p> <ul style="list-style-type: none"> • include games/activities for all ages, icebreakers • decide whether to offer prizes • get kids & teens involved in planning & supervising 		
<p>Food</p> <ul style="list-style-type: none"> • arrange tables for food, BBQ's, coolers • collect money for any group food supplies <i>(if needed)</i> 		
<p>Permits*</p> <p>Blocking off a street or alley</p> <ul style="list-style-type: none"> • Transportation & Streets Dept. requires you have a permit • submit at least 2 weeks prior to event • collect signatures from all residents in party zone • determine how cost will be covered <p>On City Parkland</p> <ul style="list-style-type: none"> • a permit is required if using neighbourhood park area • Permits are available at no cost from your Community Services CRC <p><i>* Refer to Section 5 of the Kit</i></p>		
<p>Clean-up</p> <ul style="list-style-type: none"> • obtain garbage cans and replacement bags • take down any signs that may have been put up 		

1 month prior:

- Follow-up planning meeting to discuss:**
 - what's been done
 - what still needs to be accomplished
- Send out invitations
- Obtain permit

1 week prior:

- Publicize party and include reminder that street will be closed
- Confirm arrangements for traffic barricades

Party Day:

- Set-up**
 - designate areas for food, seating, music, & activities
 - place garbage cans in strategic places
- Arrival**
 - Assign greeters who can introduce neighbours to each other
 - Have sign in sheet and nametags
- Party Schedule**
 - After everyone has arrived, announce the days events & any special announcements
- Clean-up**
 - Get everyone to help clean up area before leaving
 - Take down barriers

Have a great party!



NEIGHBOURHOOD BLOCK PARTY QUESTIONNAIRE

A few neighbours have been talking and we thought it would be fun to get together and have a "meet-on-street event". 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 neighbourhood party? Yes _____ No _____

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

Date	Day	Time	Indicate your choice
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

- Each family bring their own hamburger, buns and refreshments, plus a dessert or a salad to share.
- The hamburgers & buns are supplied and everyone contributes money to pay for them. Each family brings their own refreshments plus an appetizer, salad or dessert to share.
- Each family brings their own picnic meal and a dessert to share.
- Everyone brings one dish to share (casserole, salad, or dessert - to be assigned) and their own refreshments. **1st Choice** _____ **2nd Choice** _____

If you have other **ideas** please jot them down!

If you would like to help organize, let us know. Yes _____ No _____

Please return this questionnaire by _____ to _____ at _____
Date Name Address

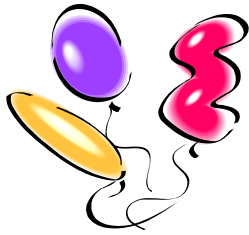
We will send out a second notice to let everyone know the outcome of the survey. Please remember to give us your name and address so we can contact you directly.

Name

Address

Thanks Neighbour!

YOU ARE INVITED TO A



BLOCK PARTY

Date: _____

Time: _____

Place: _____

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 (make enough for 6 people)
- _____ beverages for your family (coffee and tea will be provided)
- _____ non-breakable plates, cups and cutlery for your family
- other _____

In addition, do you have the following that could be used?

_____ a barbecue _____ tables _____ coolers

Do you have a talent that you would like to share with us? Any suggestions for activities you could organize? _____

Are you able to help with some of the "behind the scenes" work? _____

Please return the bottom half of this flyer to:

_____ at _____ OR _____ at _____

Your Name _____ Phone _____

Address _____

How To Welcome Your New Canadian Neighbour to the Block Party

Many new Canadians want to meet their neighbours and make friends. Some are shy because they speak little or no English. Others may not know how to participate or are worried about the intentions of their neighbours. It is important to make everyone feel at ease and to communicate clearly the purpose of a Block Party.

Here are some suggestions that may help neighbours feel welcome:

- If possible knock on the door of a new Canadian with someone who speaks the language.
- Be specific about what the expectations are.
- Remember words like barbecue, face painting or pot luck may need to be explained.
- If you are blocking the street for the day explain about street parking changes.
- It may take more than one invitation for a new Canadian to fully understand what a Block Party is. One idea is to follow up in the weeks leading up to the party.
- Assign a designated host to new families (long time Canadians or new Canadians) to make sure that neighbours meet and participate in the activities.
- Make activities accessible to those with limited English language skills.
- Ask about special cultural/religious diet or activity constraints (for example, Muslims may need to have a barbecue set aside for the Halal meat, Hindus may want a vegetarian alternative).

Safety is a big concern for many new Canadians because of past experiences. Fear is often caused by not knowing the language. Do your best to make everyone feel comfortable!

Suggested Activities To Learn About Your Neighbours

Canada Day

- Who can trace their Canadian family origins back the furthest?
- Who is the newest Canadian?
- Canadian quiz (from newspaper, library, internet, etc.)
- Canadian heroes charades
- A Cake decorated with the maple leaf
- Canadian music

Neighbourhood History

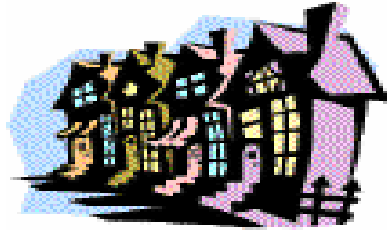
- Research the history of your neighbourhood through the library or the City of Edmonton archives
- Identify special people that lived in your area such as a politician, artist, eccentric, hero, etc
- Have neighbours guess the neighbourhood history by playing charades (who, what, where and when questions)

Cultural Connections

- have everyone bring their favorite family dish
- teach everyone how to say 3 things in another language
- use a world map to indicate where everyone originally came from
- record the story of how everyone came to live in the neighbourhood and what they like best about the neighbourhood; give a copy to the city archives and the Mayor

Neighbourhood Action

- discuss what issues or concerns neighbours may have and establish teams to explore how to resolve them. Note: keep this part of the party to a set time; remember a block party should be fun!
- have a clean up time, build a bench, plant a garden, paint street numbers etc. as part of the block party activities



MEET ON THE STREET NEIGHBOURHOOD PARTY

Bingo

Your Name _____

- Find someone who fits the description and have **THEM** write their name in the square!
- You will have 12 minutes to complete the task. All those with completed forms get their form put into a box for a draw.

Speaks a second language	Born in the 1930's	Has freckles	Travelled outside of Canada in 2004	Likes to exercise
Wearing Sandals	Has a great smile	Likes to play golf	Wears glasses	Did not see the 3rd movie "Lord of the Rings"
Has brown eyes	Wearing jeans	Plays a musical instrument	Planted a garden	Plays soccer
Has a sister	Born in another country	Is a football fan	Wearing black socks	Born in another province

IT'S A BLOCK PARTY



EVALUATION FORM

To help plan our future block parties,
Your feedback is appreciated.

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 # _____

Return this form to _____ by _____.

Thanks neighbour!