



A successful Block Party or Play Street just takes a little motivation, a lot of cooperation, and a willingness to enjoy time with your neighbours.

Please ensure that you follow all current [Alberta Health Services Guidance documents](#) and [public health measures](#).

**6 weeks prior to the event:**

- Connect with a couple of neighbours to help design the survey to learn what people would like to do (if first time event)
- Talk/deliver survey to neighbours to gauge interest
- Once results are in, invite those interested to a planning meeting
- Planning Meeting Date \_\_\_\_\_ Time \_\_\_\_\_ Where \_\_\_\_\_
- Planning Meeting Decisions:
  - Event 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/cul de sac) \_\_\_\_\_
  - Type or Theme of Party (Picnic, Canada Day) \_\_\_\_\_
  - Budget (what are the costs and how will they be covered?) \_\_\_\_\_

**TO DO LIST (for organizers and volunteers)**

RESPONSIBILITY	WHO	ADDRESS & PHONE
<b>Chair/Main Contact</b> <ul style="list-style-type: none"> <li>• send out invitations</li> <li>• answer questions</li> <li>• Organize planning meetings (if needed)</li> </ul>		
<b>Activities</b> <ul style="list-style-type: none"> <li>• include games/activities for all ages - encourage neighbours to bring their own activities</li> <li>• including icebreakers to get to know each other</li> <li>• decide whether to offer prizes</li> <li>• get kids &amp; teens involved in any planning &amp; supervising</li> </ul>		
<b>Following AHS Guidelines</b> <ul style="list-style-type: none"> <li>• No neighbours who are feeling unwell should attend the event.</li> <li>• Consider seating at the event to maintain 2 metre physical distancing.</li> <li>• Encourage neighbours to bring their own lawn chairs or blankets to sit on. Do not share chairs.</li> <li>• Encourage neighbours to bring their own games - do not share equipment.</li> <li>• Masks are mandatory, but some neighbours may feel more comfortable if these are worn.</li> <li>• Each family must bring their own 'picnic'. No sharing of food or drinks is allowed.</li> <li>• Provide hand sanitizer, disinfectant wipes and garbage receptacles. Ask your neighbours to bring their own and carry out what they bring to the event.</li> <li>• Encourage good hand hygiene.</li> </ul>		
<b>Permits</b> Blocking off a street or alley <ul style="list-style-type: none"> <li>• Parks &amp; Roads Services requires you have a permit</li> <li>• collect signatures from all residents in the area impacted by the event</li> </ul>		

<ul style="list-style-type: none"> <li>• submit at least 2 weeks prior to event</li> </ul>		
<b>Clean-up</b> <ul style="list-style-type: none"> <li>• obtain garbage cans and replacement bags</li> <li>• take down any signs that may have been put up</li> <li>• Move Roadway barriers off of the street/alley</li> </ul>		

### 2 - 4 weeks month prior to the event:

- Follow-up planning meeting to discuss:
  - what's been done
  - what still needs to be accomplished
- Send out invitations
- Obtain Block Party/Play Street permit - complete [online application](#) **at least 14 days before event**. Submission of your application does not guarantee your event will be approved.

### 1 week prior:

- Publicize party and include reminder that street will be closed (include times of closure)
- Confirm arrangements for traffic control measures

### Event Day

- Set-up
  - Designate areas for seating, hand sanitizing, music, and activities - sidewalk chalk may be helpful to draw circles around family cohorts to limit physical interactions
  - Place garbage cans in strategic places
- Arrival
  - Assign greeters who can introduce neighbours to each other. No handshakes or fist bumps.
  - Create a sign in sheet that one organizer is responsible for keeping track of attendees at your event.
  - Name tags could be helpful for people to get to know each other. Ask neighbours to wipe down pens with disinfectant wipes after each use and to use hand sanitizer.
- Party Schedule
  - After everyone has arrived, thank everyone for coming, explain the activities planned, and announce the events days events & any special announcements
- Clean-up
  - Get everyone to help clean up their own area before leaving
  - Place garbage in domestic trash. Practice good hand hygiene
  - Take down barriers

### *Have a great Block Party or Play Street!*

#### QUESTIONS

**For more information contact:** [blockpartyplaystreet@edmonton.ca](mailto:blockpartyplaystreet@edmonton.ca)

#### COVID-19 RESOURCES

[City of Edmonton Novel Coronavirus \(COVID-19\) Website](#)

[Alberta's COVID-19 Response](#)

[COVID 19 Information - Guidance Documents](#)

[COVID 19 Information - Stronger Public Health Measures](#)

[COVID-19: Help prevent the spread information posters](#)

**BLOCK PARTY & PLAY STREET RESOURCES** - please visit our [webpage](#) for a full list of resources.

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