

Level Three

Neighborhood Events



Block parties, fueled by sunshine and new neighbors, can be a fun way to engage the neighborhood with many different activities and people. Gathering familiar and unfamiliar faces can be a satisfying reward that goes beyond the goal of strengthening a community. People can come together, and become allies with surrounding neighbors to make life easier and better for everyone in the vicinity. Below are steps in how to create a few fun summer memories while getting to know the people you're sharing the community with!

Investment: Planning of at least 30 days in advance with two hours meeting for the event. This project can cost around \$100 to \$300, depending on the event type and contributions of others.

1. Invite Neighbors to Help

- i. First thing to do is to bring people together from around the neighborhood like family, friends, and neighbors and ask them to help you with this project. Pick one leader of the group to oversee all actions.
- ii. The more people involved the faster it will be to complete, less work per individual and the more fun you will have!
Ask fellow neighbors, friends or community volunteers for assistance

2. Determine What Type of Neighborhood Event

1. There are many different types of event to host within your neighborhood! All events will help bring people together from around the community. With your group, determine the type of event you would like to have and also the size of the event for location purposes. For example:
 - i. Potluck with Neighbors
 - ii. Neighborhood Block Party
 - iii. Community Yard Sale
 - iv. Community Campfire

3. Determine the Location Suitable Enough to Host Event

1. Safety is the most important to consider when choosing your location. Make sure the chosen location is safe and is open for all people to locate and be aware of. And is suitable for the predicted amount of people coming to the event. Great places to host events are:
 - i. A neighborhood park
 - ii. Outside someone's house
 - iii. Near Neighborhood Street

4. Fill Out Appropriate Paperwork to Host Community Event

1. Fill out an **Event Application** for approval if on public property. Place application at least 30 days in advance to Public Information for approval.
 - i. [Event Application link here](#)
2. Email AI from Public Information for any additional questions or concerns.



5. Spread the News of the Event!

1. Make the event known to the community! By posting on social media (Facebook, Instagram, online website, etc.), passing out flyers around the neighborhood, and talking with neighbors about it. Post about 30 days in advance to let people prepare.

6. Who Contributes to Help Bring Goods

1. The planning group will also need to plan the eating arrangements, activities for kids and adults, table organization and set up times, and lastly clean up preparations for the event and who will contribute to what.

7. One Week Before Event

1. Meet with planning group to finalize event plans and have all needed supplies (food, activities, trash, tools, etc).
2. Discuss safety requirements and emergency exits for the event. Finalize predicted volunteers and guests attending and visit event location to decide activity placements.

8. Day of Event

1. Start setting up at least 3 hours before the event. Make sure to follow all safety requirements. Once the time comes, enjoy your event that you have worked so hard to make! Afterwards make sure to clean up. The place needs to look the same as before the day of the event.