

## Neighbourhood Block Party Checklist

A successful block party is easy – it just takes a little motivation, a lot of cooperation, and a willingness to enjoy time with your neighbours. The following checklist is not mandatory. It is a suggestion to assist you with planning the event. Neighbourhood Block Parties can be organized and meet Town requirements successfully in as little as 6 weeks!

### 6 WEEK PRIOR TO THE EVENT

- Contact the [Recreation and Parks staff](#) to discuss your plan. Town staff are available to guide you to host a great Neighbourhood Block Party
- If you are considering closing your street for the party, you need to contact [Recreation and Parks](#) staff to determine whether your street is eligible for closure and to clarify the process (continue to next steps once Town has given the approval)
- Talk/survey your neighbours to determine if organizing a Neighbourhood Block Party is a good idea
- Once results are in, invite those interested to a planning meeting and have the Neighbourhood Block Party Kit available at the meeting
- Planning Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_ Where: \_\_\_\_\_
- Planning Meeting Decisions:  
Party Date and Time:

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Rain-out Alternatives:

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

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Location of Party (on street/alley, in backyard/carport, park):

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

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Budget (how will the cost of permit and supplies be paid)?

### **Role of the Organizers**

- Acquire necessary permits from the Town
- Make sure participants are informed about the guidelines in running a Neighbourhood Block Street Party (found on the back page of the [Neighbourhood Block Party Street Closure Request Form](#))
- Make sure the event is safely run
- Make decisions about the set up
- Make sure there is insurance (can be purchased through the Town)
- Act as a greeter at the event
- Introduce new neighbours and help them make connections
- Make sure the clean-up is done

### **Chair/Main Contact**

- Send out invitations
- Answer questions
- Organize planning meetings (if needed)
- Get nametags

### **Activities**

- Include games/activities for all ages, icebreakers
- Decide whether to offer prizes
- Get everyone involved in planning and supervising the event

### **Food**

- Arrange tables for food, BBQ's, coolers to keep food cold
- Collect money for any group food supplies (if needed)

### **Permits**

Blocking off a street or alley requires a Neighbourhood Block Party Street Closure Permit. Contact the [Recreation and Parks staff](#) to determine whether the street is eligible to be closed for a Neighbourhood Block Street Party Event (continue to next steps once the Event is approved)

Complete the Town's [Neighbourhood Block Party Street Closure Request Form](#) one month prior to event date

Neighbourhood Block Party Street Event needs a [Neighbourhood Block Party Street Closure Request Form](#) signed by 100% of affected residents, indicating a minimum support of 80% for the event - the original copy of the consent needs to be submitted one month prior to event date

There is a Neighbourhood Block Party Street Closure Permit fee – determine how the cost will be covered

### **Insurance**

Insurance is required by the Town to host a Neighbourhood Block Party – determine how insurance cost will be covered

[Recreation and Parks staff](#) can offer advice and the insurance can be purchased through the Town. Cost varies according to the type of event you are hosting. Insurance for a low risk event can range between \$11 to \$85 (price subject to change) whereas insurance for an event with a bouncy castle or deemed higher risk will be in the range of \$45-\$550 (price subject to change) or may require a quote from the Insurance provider

### **Clean-up**

- Obtain garbage cans, garbage bags, recycle boxes and green bins
- Take down any signs that may have been put up

### **ONE MONTH PRIOR TO THE EVENT**

- Complete and submit the Town's Neighbourhood Block Party Street Closure Request Form to [Recreation and Parks staff](#)
- Submit completed original copy of the [Neighbourhood Block Party Street Closure Request Form](#)
- Send out invitations
- Confirm who is doing what

### **TWO WEEKS PRIOR TO THE EVENT**

- Sign and submit payment for the Neighbourhood Block Party Street Closure Event Permit and insurance

### **ONE WEEK PRIOR TO THE EVENT**

- Publicize party and include reminder that street will be closed
- Confirm delivery and pick-up arrangements for traffic barricades by contacting [Recreation and Parks staff](#)

### **Block Party Day**

- Set-up
- Designate areas for food, seating, music, & activities
- Place garbage/recycling bins/green carts in strategic places
- Assign greeters who can introduce neighbours to each other
- Have sign-in sheet and nametags
- Party schedule
- After everyone has arrived, announce the day's events & any special announcements
- Clean-up
- Get everyone to help clean-up area before leaving
- Take down barricades