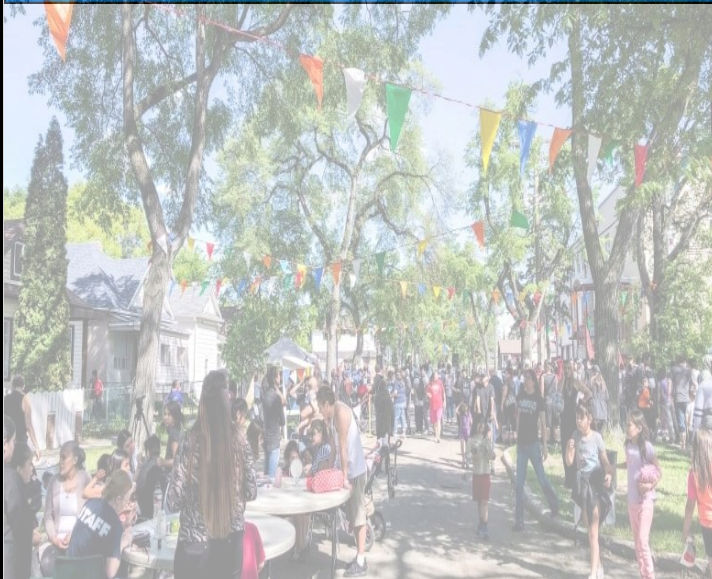




TOWN OF VIEW ROYAL

BLOCK PARTY TOOLKIT



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How Big Should My Block Party Be?

Start out with a smaller event. Your event can always grow, but it can be difficult to shrink!

Decide early and make it clear in your flyer/invitation if this will be a block party restricted to those on the street/block or whether people can invite friends/relatives (if yes, how many).

WHY HOST A BLOCK PARTY?

- A block party is an opportunity to get to know your neighbours and can boost a sense of belonging to your community. A more connected community increases safety and encourages crime prevention.
- A block party is a great way to establish new friendships and share resources and interests such as carpools, babysitters, gardening and book clubs and ensure you are there for each other in case of emergency.
- Block parties build pride in your neighbourhood which encourages everyone to take care of it.
- Finally, a block party can just be held to have fun! You don't need a special reason to celebrate.



WHERE DO I START?

The idea behind a neighbourhood block party is to bring neighbours together, so a good first step is to find one or two neighbours to help you with the event. Neighbours can help with invitations as well as set-up and clean-up of the party. Try to include as many interested people as possible in planning and organizing the event.



If you will be closing the street for your party, remember to submit your Street Use Permit application form to the Town for approval at least four (4) weeks prior to your event.

CHOOSING YOUR STYLE

Food-Based



- Barbeques
- Picnics
- Potlucks
- Catered events
- Ice cream social

Seasonal Ideas



- Halloween costume contest
- Hot chocolate social
- Ugly sweater party
- Christmas caroling
- Easter egg hunt
- Christmas tree lighting
- Cinco de Mayo celebration

Activity-Based



- Neighbourhood sports day
- Outdoor movie night
- Board game tournament
- Scavenger hunt
- Murder mystery
- Volleyball tournament
- “How to” workshops

Theme-Based



- Dinner en Blanc
- Hollywood glam
- Hawaiian luau
- James Bond

These are just a few examples of block party types.

If you are unsure what would work best in your neighbourhood, ask your neighbours for suggestions! Get creative and come up with something unique to your neighbourhood.



STEPS TO GET STARTED

1. Pick a Location

Where possible, use a public space to host your block party. This increases the likelihood of shared responsibility for the event. Please note that if you intend to use the street, applications are required and the street must be officially blocked off. Fill out a Town of View Royal Street Use Permit application form and if needed, arrange to have the Town provide street barricades, pylons, signage and traffic cones. A deposit will be required to borrow equipment from the Town.



On a Street

- Suitable for large gatherings
- Must be on a quiet local road or cul-de-sac
- Application required

In a Park

- Suitable for gatherings of all sizes
- Application required

On private property

- For small gatherings, a lawn or large driveway party can work well
- No application required

2. Pick a Time and a Date

It is only a party if your guests can make it! When you choose a time and date for your block party, keep in mind the typical work schedule and whether or not school is in session.

Evenings, weekends and holidays can all be good choices for a high turnout rate, as long as you give invitees enough notice.

Have an alternate rainout day planned, just in case.



Planning Tip

When setting the hours for your event, be mindful of young children, seniors and those who may have to get up early for work—in these cases you may want to plan for the event to finish earlier.

3. Go for a Green Event

Encourage everyone to help make your block party a green event by trying to minimize waste when buying products. Ask attendees to bring their own non-breakable plates, cups and cutlery. Provide recycling and composting bins and choose locally grown foods and local services.



4. Get Support

Find a few interested neighbours to help you with the event. You will need help in the planning stages, inviting the neighbourhood, setting up the block party, introducing new neighbours at the party and — just as importantly — cleaning up afterwards.

Consider asking your neighbours if they can bring tables, chairs, tents, barbeques or other event items.

5. Plan your event

Once you have a time, date, location and team ready to go, it is time to figure out what kind of event you would like to host! If you are looking for inspiration, refer to Choosing Your Style on page 4 for a few suggestions.

Whether you have decided to host a potluck, outdoor movie night, or something else altogether, there are a few important planning steps to remember. Check out the Block Party Checklist on page 7 for help.

6. Spread the Word!

With all the major details of your party decided, it is time to tell the neighbourhood! Be sure to let your attendees know key event information, including the date, time, location and what to wear or bring if there is a theme. Here are a few ways to spread the word about your event:



- Deliver flyers/invitations to each home or post them in common spaces.
- Go door-to-door and invite your neighbours personally.
- Remind neighbours of the approaching event when you see them on the street or around town.
- Post signage near the space you are hosting your event prior to, and on the day of, the block party.
- Some neighbourhoods have private social media groups or pages you can use to share event details.

BLOCK PARTY CHECKLIST

Use this handy checklist as a guideline when you start planning your own block party.

Getting Started

- ☐ Submit Street Use Permit application to the Town – 4 weeks prior
- ☐ Organize team
- ☐ Assign tasks
- ☐ Date
- ☐ Time
- ☐ Location
- ☐ Budget

3 Weeks Before

- ☐ Flyers/invitations
- ☐ Plan food
- ☐ Plan drinks
- ☐ Plan seating
- ☐ Plan tables

2 Weeks Before

- ☐ Party games
- ☐ Decorations
- ☐ Extra equipment

1 Week Before

- ☐ Send party reminders
- ☐ Confirm numbers for any party rentals/catering

Day of the Block Party

- ☐ Set up
- ☐ Prepare food/drinks
- ☐ Help run games
- ☐ Take pictures
- ☐ Post-event clean-up
- ☐ Have fun!



AFTER YOUR EVENT

Clean-up

Make sure you leave the area as you found it. Having someone on your organizing team assigned to oversee clean-up is a great way to make sure it all gets done.

Reminders

While the Town wants everyone to have fun at your block party, we ask that you keep the following in mind:

- Be mindful of the Town's Noise Control, Parks and Public Places and Streets Bylaws.
- Open fires are not permitted.
- Consider safety when setting up tables and chairs — on the outside chance that emergency vehicles should need to access your street for any reason during the event.
- Where possible, have a First Aid attendant present.
- You may wish to post signs the day before the event to remind people to remove vehicles for the street closure if the street is the selected venue.
- Neighbours should observe security precautions by keeping back doors locked and equipment in sight.

ANY OTHER QUESTIONS?

Let us know! Please contact the Engineering Department at engineering@viewroyal.ca or by phone at 250-708-2258.

