



Staging a Block Party



Introduction

A block party is an exciting opportunity for residents within a neighborhood to meet one another, foster community pride, share ideas, increase awareness of neighborhood goals, and just have fun. Whether you choose to have a party for one block or the entire neighborhood, good planning is key to your success.

The following list has been developed to assist you in the planning of your event. As always, the Office of Neighborhood Vitality is at your service if you need additional assistance.

Step	Explanation
Form a planning committee	Even though committees can do most of the work, there should be a chairperson(s) who will oversee the entire event. Decide who is going to serve as chairperson and recruit volunteers to serve on the committees. This is an excellent opportunity to involve new neighbors and residents that may have been inactive. A successful block party is a collaborative effort.
Establish a date & location	<p>Discuss and determine the best time and date for the party. A contingency date or location is a good idea in case of inclement weather or an unforeseen emergency in the area. Avoid choosing dates that conflict with important events in the community to ensure maximum participation.</p> <p>Choose a convenient location, such as, a neighborhood park, a cul-de-sac, or a blocked street. If you need to block a street, permission is needed from the Transportation Department.</p>
Determine a budget	Identify the elements of your block party and estimate the cost for each. The budget your association has allotted will determine the scope of the event and whether there will have to be someone assigned to solicit donations. If this is your first block party, you may contact the Office of Neighborhood Vitality for assistance in determining a budget.
Committee assignments	After determining your budget and the size of the event, subcommittees may be created to accomplish other tasks. Sharing the load provides an opportunity to get other residents involved and prevents burnout. Possible subcommittee assignments may include: recycling, entertainment, food, set up, clean up, giveaways (prizes, information), and correspondence (invitations, advertisement, etc.) (continued)



Neighborhood Social Capital Staging a Block Party

Step	Explanation
Committee assignments (continued)	Combine responsibilities where appropriate and provide the chairperson of each committee with a description of their duties. This ensures that details are taken care of and that there is not a duplication of efforts.
Promoting Your Event	<p>There are many ways to promote your block party. Some simple approaches include distributing flyers, utilizing e-mail, signs, community calendars, organization website, and newsletters.</p> <p>The timeline for planning and promoting the event will depend on the scope of the block party. Block parties that include potlucks, entertainment, and special guest require a minimum of six weeks. Be sure you have the volunteers to match the size of the event. Remember there is no harm in starting small. An ice cream social can be just as fun as a barbecue blowout.</p>
Suggestions and Other Considerations	<p>Selecting an event theme can be a nice touch to your block party. Unlike a birthday party or bridal shower, the purpose of the block party may not always be clear. Choosing a theme not only communicates a purpose for the event, but provides a focal point for promoting the event.</p> <p>When planning for food and entertainment, think about the demographics of the neighborhood. Diverse activities will draw a diverse crowd.</p> <p>City departments with neighborhood based programs are happy to attend block parties to distribute information as staffing and schedules allow. Advance notice is required.</p> <p>Above all, remember to have fun!</p>
Important Phone Numbers	Office of Neighborhood Vitality - 972-205-3864 Transportation Department - 972-205-2430 Neighborhood Police Officer Unit - 972-485-4881