



BLOCK PARTY

CHECKLIST

ONE MONTH OUT

- Recruit neighbours on your street to help with the planning
- Choose the location, date and time for your event
- Decide on the type of block party that you'd like to host (BBQ, potluck, activity night or something in between)

THREE WEEKS OUT

- Fill out the **Block Party Application Form**
- Submit the **Neighbourhood Support Form** and **Block Parties Application Form**. You need signatures from 50% of the residents on your street in order for the application to proceed

TWO WEEKS OUT

- Invite everyone on the block to your event and notify them of any traffic disruptions

ONE WEEK OUT

- Pick up any food or supplies you may need for the party – if it's potluck, check in with your neighbours to see what they're bringing
- Pick up your Block Party Summer Fun Kit from Community Services

DAY OF

- Set up your supplies and set up traffic barricades (if needed)
- Greet everyone as they arrive and help to introduce neighbours to one another

AFTER THE PARTY

- Clean up, pick up any garbage and put the traffic barricades at the drop off address

ONE WEEK AFTER THE EVENT

- Submit the **Block Party Evaluation Form** and **Photo Release Form** (if you would like to share stories and photos from your event)