

Neighbourhood Block Party Program Toolkit

The Toolkit includes

- Tips & Ideas • Organizing and Planning Checklists • Sample Survey Flyer • Sample Invitation

“We build strong communities by helping build strong people.”



A Neighbourhood Block Party (NBP) creates an opportunity for geographic neighbours (street, cul-de-sac, apartment building, etc.) to meet each other in a social environment and get to know one another better.

Neighbours who know one another tend to look out for each other and are aware of who belongs in the neighbourhood. This helps develop safer and more caring neighbourhoods.

To keep the NBP interactive, we recommend keeping the maximum number of households/businesses invited to 25.

3 easy steps!

- Step 1** Complete **NBP Registration Form*** and submit to FCSS
- Step 2** Use this **Neighbourhood Block Party Toolkit** to help plan and host your party
- Step 3** Submit **NBP Rebate Application*** with original receipts and feedback forms to FCSS

* Get the **NBP Registration & Rebate Package** from the Town of Hinton website at www.hinton.ca or in person at FCSS located at the West Fraser Guild, 821 Switzer Drive

The **NBP Registration & Rebate Package** includes
Bylaws & Permits Information • NBP Registration Form • NBP Rebate Application Form

Up to a \$200 rebate per NBP per neighbourhood!

approved items include food, non-alcoholic beverages, dinnerware, decorations, and entertainment

Rebate available for up to 4 NBPs a year!

1 NBP per season to a maximum of 4 per year, per neighbourhood

Tips & Ideas

Get creative and enjoy!

- Use natural neighbourhood boundaries where possible (e.g. end of the block)
- Include children and teens in planning and supervising activities
- Use three or four BBQs so everyone can eat at the same time
- Be respectful of diet restrictions (e.g. vegetarians, allergies)
- Practice safe food handling methods
- Keep it family-friendly (e.g. do not serve alcohol)

Neighbourhood Action

- Discuss what issues or concerns neighbours may have, and establish teams to explore how to resolve them – keep this part to a set amount of time (e.g. Major Emergency Preparedness, Neighbourhood Watch, Block Parent)
- Plan a neighbourhood clean-up, build a bench, plant a garden

Neighbourhood History

- Research history of your neighbourhood through the Coal Branch Archives at the Hinton Municipal Library
- Identify special people that have lived in your neighbourhood
- Have neighbours guess neighbourhood history by playing charades – who, what, where and when questions
- What is the history behind your street name?

Cultural Connections

- Have everyone bring their favourite family dish
- Teach everyone how to say three things in another language
- Use a world map to indicate where everyone originally came from
- Record stories of how everyone came to live in the neighbourhood, and what they like best about the neighbourhood – give a copy to the Coal Branch Archives

Storytelling

- Invite a senior, elder, historian to tell an interesting story

Children's Games

- Sidewalk chalk, obstacle course, face painting, balloons, skipping ropes, road hockey

Live Music

- Find out who sings and/or plays musical instruments – set up a microphone and speakers, and let the music begin

Talent Contest

- Design some fun categories that people of all ages can compete in, and this event will practically run itself

Face Painting

- Recruit teenagers to help with this activity – many students are looking for weekend work and volunteers hours

Other

- Contests of any kind can be exciting and allow people to show off their skills and hobbies
- Try a baking contest, pie contest, craft exhibit, scrapbooking display, karaoke
- Set up a lemonade stand, and put proceeds toward a charity, neighbourhood projects, or start a fund for the next Neighbourhood Block Party

Organizing Checklist

First

- Find neighbours to help you organize the event
- Contact FCSS to register your party (see Registration & Rebate Package)
- Create planning committee, and ensure everyone is included in decision-making process
- Survey neighbourhood to determine interest (see Sample Survey Flyer)
- Invite interested neighbours to a planning meeting (see Planning Committee Checklist)
- Enlist as many helpers as you can
- Check Permits & Bylaws information in the Registration & Information Package for special permits that may be required

Next

- Hold follow-up meeting to determine what remains to be done
- Send out invitations (see Sample Invitation) – to keep the party interaction, we recommend inviting a maximum of 25 households/businesses

Then

- Publicize event (we request that you promote your party (posters, invitations, etc.) using the terms, “Neighbourhood Block Party,” and “Funded by proceeds from Automated Traffic Enforcement”)
- If applicable, confirm arrangements for traffic barricades (see Permits & Bylaws Information in Registration & Rebate Package), and remind people that street will be closed
- If applicable, post signs day before party reminding residents to move cars for street closure

Party Day!

Set-up

- Designate areas for food, seating, music, activities
- Set up a hand-washing station or provide sanitizing hand wipes
- Strategically place garbage and recycling containers

Arrival

- Assign greeters to welcome and introduce people so everyone feels welcome
- Have neighbours sign in and provide nametags
- Take photos of the party

Clean-up

- Have everyone help clean up, or create a task force for the job
- Remove and return traffic barricades

Finally

- Ask everyone what they liked best and make a note for your next party
- Remember, each neighbourhood can host up to four parties a year – one party per season to a maximum of four per year, per neighbourhood
- Submit Rebate Application (see Registration & Rebate Package)
- Submit digital photos (see Registration & Rebate Package)

Planning Committee Checklist

- Choose party date and times
- Register your party (see Registration & Rebate Package)
- Decide location
- Determine bad weather alternatives
- Determine scope (e.g. where to place traffic barricades)
- Determine party type and/or theme
- Budget
 - Food
 - Dinnerware
 - Decorations
 - Tables and chairs
 - Entertainment
 - Other
- Check Permits & Bylaws Information in the Registration & Information Package and apply for any special permits that may be required
- If applicable, arrange for traffic barricades (see Registration & Rebate Package)
- If applicable, invite a special guest (e.g. a member of the Town's Emergency Operations Centre, a RCMP officer, member of the Fire Department, the Mayor, a Town Councilor)
- Organize and schedule planning meetings as required
- Determine icebreaker games, activities for all ages
- Determine and organize games, entertainment, contests, prizes – acquire appropriate items
- Determine menu and acquire appropriate items
- Arrange for tables, chairs, BBQs, coolers, dishes, cutlery, hand-washing station, etc.
- Distribute and collect completed feedback forms
- Clean-up
 - Garbage and recycling
 - Remove signage and return traffic barricades
- Submit Rebate Application (see Registration & Rebate Package)

Sample Survey Flyer

Our street is having a Neighbourhood Block Party!

funded by proceeds from Automated Traffic Enforcement

We can receive a \$200 rebate toward expenses

approved items include food, non-alcoholic beverages, dinnerware, decorations and entertainment

Let's get together to meet each other and have some fun!

What do you think?

Are you interested in attending a Neighbourhood Block Party?

Yes No If yes, how many in your household will likely attend? _____

If yes, what is the best date and time of day? Please indicate your choice:

Wednesday, June 22nd from 5:30pm to 8:30pm

Saturday, June 25th from 2:00pm to 5:00pm

Sunday, June 26th from 4:00pm to 7:00pm

Would you like to help organize the party? Yes No

If you have ideas on how we should spend the \$200, please jot them down.

Please return this survey to [NAME] at [ADDRESS] by [DATE]

A second notice will be sent to let everyone know the outcome of the survey.

Please provide the following information

Name _____ Address _____

Phone number _____ Email address _____

Thanks neighbour!

Sample Invitation

You're invited to our
Neighbourhood Block Party!

funded by proceeds from Automated Traffic Enforcement

Sunday, June 26th
from 4:00pm to 7:00pm

Bring your own picnic meal.

Beverages and dessert will be provided.

Entertainment! Games! Prizes!

Meet your neighbours! Have some fun!

Please confirm your attendance and number of people in your party by calling

[NAME] at [PHONE NUMBER] or email [EMAIL ADDRESS]

Thanks Neighbour! Hope to see you there!