



## Hints and Suggestions on How to Organize a Successful Block Party

- ❑ **Have a Planning Party.** Invite a few neighbors over for a "committee meeting" to plan a block party. Not only will you find helpers, you will also find out how many people would be interested in attending. Think of the planning process itself as an opportunity to have fun and make some lasting friendships.
- ❑ **Choose a Location.** If you want to close a street, either go to the City Clerk's office or the City's website ([www.cityofclearlake.com](http://www.cityofclearlake.com)) and pick up a Neighborhood Block Party Packet. Complete the paperwork and return it to the Police Department. Your block party request will be placed on the next City Council Agenda for approval. Despite these requirements, closing the street does have the advantage of making your party feel like a true block party rather than a private event held in someone's yard.
- ❑ **Choose a Date.** Try to pick a date and time (mid-afternoon to evening seems to work best) 4-6 weeks in advance to allow plenty of time for planning, notifying neighbors. Also pick a rain date, just in case. Don't stress over planning the perfect party - sometimes the most casual events are the most fun!
- ❑ **Decide on Food.** Once you have your date, you need to decide what kind of a block party do you want. Should it be bring your own food? Potluck? Do you charge people up front to pay for some of the food, such as meat to grill and then let them bring a dish to pass also? Your Committee must decide what would work best for your neighbors.
- ❑ **Deliver Invitations.** Next you finally get to let everyone know when it is. A sample invitation is attached. Deliver invitations at least a month before the party. Invitations are most effective if they are personally delivered. You may want to put reminders in their front door about a week before the party.
- ❑ **Decide on Activities.** To spice up your party, you may want to include some games and activities. You will need committees for adult games, kid games, food, cleanup, and any other aspect you want to include, such as music or other entertainment.

Each committee will then have it's own jobs to do:

- Game Committees: Organize games, find people to run them and discuss the possibility of prizes.
- Food Committee: Decide how food will be presented. Tables. Grills. Coolers and ice for beverages.
- Cleanup Committee: Organize garbage cans in strategic locations throughout the blocked off street. Make sure they are not overflowing and change bags whenever necessary.
- ❑ **Observe Neighborhood Courtesies.** Remember to make your block party a positive experience for all of your neighbors, even if they choose not to attend. Make it easy for neighbors (and emergency vehicles) to get out of their driveways and through the street. Remember, the noise ordinance will be enforced if complaints are received by the Police Department.

### **Miscellaneous.**

- Invite the City Council Member from your Ward;
- Use name tags to encourage people to meet each other;
- Institute a bathroom policy of "everyone to use their own"; and
- Distribute an evaluation form.

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