



WHY HOST A BLOCK PARTY WITH THE TOWN OF HIGH LEVEL?

- Organizational and planning support
- Free use of equipment
- Free Food!!
- Assistance in organizing road blocks and licenses
- Prize draw for everyone that attended



1. TO HAVE FUN- NO EXCUSES OR REASONS NEEDED TO CELEBRATE!
2. TO MEET YOUR NEIGHBOURS. WHEN YOU KNOW WHO LIVES IN YOUR NEIGHBOURHOOD, YOU ARE MORE LIKELY TO IDENTIFY STRANGERS OR SUSPICIOUS PEOPLE.
3. TO INCREASE ONES SENSE OF BELONGING TO A COMMUNITY.
4. TO STRENGTHEN NEIGHBOURHOOD SPIRIT AND ENCOURAGE RESIDENTS TO LOOK AFTER THE NEIGHBOURHOOD.
5. TO MAKE ADDITIONAL CONNECTIONS WITHIN THE COMMUNITY. WHEN YOU KNOW PEOPLE, YOU CAN EXCHANGE SKILLS OR RESOURCES AND PERHAPS ORGANIZE A BOOK CLUB, BABY-SITTING CO-OP, SHARE WALKING TO SCHOOL DUTIES, OR FIND NEW FRIENDS FOR YOUR CHILDREN.
6. TO MEET SOME OLD TIME RESIDENTS IN THE NEIGHBOURHOOD AND LEARN THE NEIGHBOURHOOD'S HISTORY.
7. TO ESTABLISH NEW FRIENDSHIPS.
8. TO LEARN A LITTLE ABOUT EACH OTHER AND WHO MIGHT NEED A LITTLE EXTRA HELP FROM TIME TO TIME.
9. TO HAVE A NEIGHBOURHOOD FUN DAY!
10. TO START A NEIGHBOURHOOD TRADITION OF GETTING TOGETHER AT LEAST ONCE A YEAR!

Block Parties are a fun and easy way to create strong, connected neighbourhoods. The Town of High Level can provide many resources to help make your party a success.

Getting Started

1. Work Together

- The idea of a neighbourhood Block Party is to bring neighbours together, so the first step is to create an organizing committee.
- Enlist as many neighbours as you can to help out.

2. Decide who to Invite

- Choose natural boundaries where possible (i.e. end of block).
- Make sure you invite everyone in the area you select.

3. Choose a Date

- Flyers can be distributed to all homes on your street asking for date and party suggestions. Have organizing committee members drop off flyers one day and collect them on another.
- Going door-to-door is another option to gather the information from your neighbours. This adds a personal touch and people will often offer to help. This is also an opportunity to collect signatures if you intend to close off any part of your street. Use the phone or e-mail if you have that information for your neighbours. To reach neighbours in townhouses, apartments and condos it is best to approach the manager. They will let you know how to get in touch with the residents. Some neighbourhoods choose to set a standing date for their Block Parties (i.e. always the first Saturday of June)

Once a date has been determined, make sure everyone knows!

4. Determine the Menu



“As friendships grow, so do safe and caring neighbourhoods”

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Your organizing committee can determine which type of menu will work best in your neighbourhood. Some ideas include:

- Potluck- Everyone brings one dish to share. A popular idea is to have even # houses bring dessert and odd # houses bring salad or main dish.
- Barbecue- Depending on your neighbourhood preference, the organizing committee can collect money and purchase all food items for the event OR everyone brings his or her own items to BBQ.
- Picnic- Everyone brings their own meal.
- Catered- Everyone shares the cost and the food is purchased.

5. Decide on the Location

If at all possible, use a common public space. This will increase the likelihood of shared responsibility for the event. Safety for all participants needs to be an important factor when determining a location.

Options:

- Existing park or common area: must abide by City Bylaws
- A neighbour's front of back yard
- House
- Garage
- Common room in a condo unit
- Public roadway

SPECIAL NOTE: If you intend to use the street or alley in any way, Town permission is required and the street must be officially blocked off with barricades. The Town of High Level will assist you with this process.

6. Do you need to block the street?



Only local (residential) roadways will be permitted for a Block Party closure. The Block party organizer must submit a Block Party Application Form (road closure form) to the Recreation department at least **10 business days prior** to the party date.

The recreation department of the Town of High Level will ensure:

- Public Works will drop off and pick up road blocks but you will be responsible to take down and set-up
- Town of High Level Fire Department is notified of the Block Party should they require access to the street
- RCMP Will be informed of the Block Party should they receive any complaints

Note: If a resident fire pit is being used for the Block Party, a permit must be obtained from the Town of High Level Fire Department.

If you have any questions with regard to obtaining permission for setting up barricades on your street contact:

Town of High Level
Community Recreation Department
10511-103 Street | High Level, AB | T0H 1Z0
Phone: 780-821-4011
Email: reclader@highlevel.ca

Important Reminders

- Residents should observe security precautions by keeping back doors locked and equipment in sight
- Remember when setting up tables and chairs that emergency vehicles must have access
- You may wish to post signs the day before the event to remind everyone to remove their cars if the street is being used
- Alcohol is only permitted on private property, not on Town streets or parks

7. Give yourself a lot of time



- For a first time Block Party, distribute the first flyer requesting feedback 4 to 5 weeks before the event
- Adjustments may need to be made if a neighbour already has an event of their own planned
- Once the planning group has looked at all suggestions, the final flyer with date, time and what to bring should go out 3 weeks before the event
- Keep in mind those who live in the neighbourhood when setting the hours for the party
- If young children or seniors are living near the party area, plan to finish by 9:00pm

8. Role of Organizers

- Make planning decisions prior to the event
- Act as greeters at the block party
- Introduce new neighbours and help them make connections
- Make sure the cleanup is done

9. Set up

- It is a good idea to have a sign-in sheet with the names of everyone who attends the party and everyone you contacted. After all, the idea of a Block Party is to connect neighbours. This is a great resource for next year, as it can help develop a contact list for the neighbourhood
- Nametags are important
- Decide what you want neighbours to write on their name tag e.g. first and last names, house numbers
- Line up tables for the food and have several garbage cans available
- Decide who will coordinate or if everyone will bring his or her own tables and chairs, plates, cutlery and cups, and beverages
- If using barbecues, who will bring them?
- Institute a bathroom policy “everyone to use his or her own”, so that home security is maintained
- Decide if pets are allowed
- Provide residents with an evaluation at the end of the event to collect any new ideas for next year

10. Activities for the event

- Visit and eat



- Take time to introduce one another
- Invite crime prevention or other community groups to set up a display
- Have a presentation on crime prevention
- Plan games for kids, some organized and some they can play themselves.
- Examples: Sidewalk chalk /Face painting/Hula hoops/Bean bag toss/Basketball
- Encourage the talent of your neighbourhood to come forward- you may be living next to a musician, artist, magician, singer, dancer, radio host or prize-winning cook!
- Bulletin board/Sign up sheets for special interests: Babysitters (needed/offered), walking group, book club
- Be sure to encourage intergenerational participation. For example, have youth leading games for younger children, seniors and teens working the barbeques. Make sure that people with disabilities can participate in activities, including their attendants (those with seeing-eye dogs or in wheelchairs)

11. Evaluation

The Community Recreation department will provide you with evaluation forms for everyone to fill out. It is so important to the success of the program that these are done. Please set up a meeting with the Community Recreation Program Assistant after your event to go over your event and hand in the evaluations.

Block Party Questionnaire

A few neighbours have been talking and we thought it would be fun to get together and have a “meet-on-the-street event”. This would be an opportunity to get to know one another. To get this event underway, we would like to know what you think!

Yes, our family would be interested in participating in this Block Party Number attending

No, will not attend, but have no objection to blocking off the street (if needed) for this event

What would be the best time of day and the best date?

1st choice Date: _____ Time: _____

2nd choice Date: _____ Time: _____

Name: _____ Address: _____

Phone: _____ Email: _____

A planning meeting is scheduled for _____

Would you be interested in helping organize this event? Yes or No

Do you have a talent you would like to share with us? _____

We are asking each family to bring:

Salad/Dessert/Snacks/Condiments

Hotdogs/Hamburgers/Buns

Beverages

Plastic cutlery, plates and cups

Chairs/blanket for your family to sit on

Would you be willing to bring your barbeque and help cook? Yes

Committee members will be around to pick up this flyer on _____(date)

If you have any questions, please contact: _____

Thanks Neighbour!



*Who can trace their Canadian family origins back the furthest?

*Who is the newest Canadian?

*Canadian quiz from newspaper, library, internet, etc.

Neighbourhood History

*Research the history of your neighbourhood through the library

*Identify special people that lived in your area such as politicians, artists, heroes, etc

Cultural Connections

*Have everyone bring a favourite family dish

*Teach everyone how to say 3 things in another language

*Use a world map to indicate where everyone originally came from

Neighbourhood Action

*Clean up the street, plant a garden, paint out graffiti as part of the Block Party activities



Block Parties are not only for summer; why not consider organizing a winter Block Party? Did you **know that people find winter more enjoyable when they spend time outside?** This is especially true for children.

Activities

Break out the winter doldrums by joining together with your neighbours for some outdoor fun! Host a neighbourhood street hockey tournament. Have a snow sculpture contest. Use outdoor recreation facilities in your neighbourhood to have a skating or tobogganing party.

Plan for the Elements

Put a little time into planning for the elements. With a little effort you can create a very comfortable and inviting environment for your outdoor winter party. Here are some ideas to get you started:

1. Provide shelter from the environment
 - Use buildings or landscape in your neighbourhood to protect from wind
 - Challenge the neighbourhood kids to build a snow fort that can provide some shelter from the wind
 - Use a garage or pitch a canopy tent
2. Plan for comfort and warmth
 - Have the neighbours bring out some lawn chairs or benches to sit on
 - Build your own chairs from snow
 - Ask your neighbours to bring blankets or sleeping bags for extra warmth
 - Get a permit from the fire department to have a fire pit. This can be a source of warmth and a great place to eat toast marshmallows later

Food

Don't forget the food! There is nothing better than a hearty bowl of chilli or stew after a day of winter's play? Besides filling empty tummies, a shared meal brings people together, starts conversations and helps build relationships. Organize a Chilli cook-off. Have a potluck meal.

The possibilities for your winter block party are endless!

DATE: _____



Moved here from Winnipeg	Has 2 cats	Plays guitar	Has travelled to more than 2 other countries	Electrician
Lived here more than 10 years	House number ends in 4	Has more than 2 kids	Helped organize this Block Party	Born in another country
Retired	Knows how to play the piano	Is Irish	Lived here less than 6 months	Teacher
Likes to jog	Can raise one eyebrow	Is under 15 years old	Plays soccer	Wearing the colour blue or red

SAMPLE

105th Street & 106th Street 1st Annual

When: Saturday, July 7th 2014

Time: 12pm-4pm

Where: Behind Town Hall

Why: To get to know your neighbours

Who: Residents of 105th Street and 106th Street

R.S.V.P. blockparty@email.com by June 25th 2014
(With the number of people attending)

Please bring your own drinks (non-alcoholic)
and a side dish (ie. Salad or dessert) to share

Hamburgers and hotdogs will be provided

For more information please call Levi at 780-***-****

To help plan future block parties your feedback is appreciated.

What were the 3 best things about the Block Party?

1. _____
2. _____
3. _____



"As friendships grow, so do safe and caring neighbourhoods"

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What 3 things would you recommend for the next party?

1. _____

2. _____

3. _____

How would you like to maintain the neighbourhood connection that was started at the Block party during the rest of the year?

Are you willing to help with the planning of a future neighbourhood event?

Yes or No

If yes, please leave your name and phone # _____

Return this form to _____ By _____



If you wish to discuss your event
or if you have questions please
call:

Community Recreation
Department

780-821-4011

recleader@highlevel.ca

