

## ICA Block Party Hosting 101

### Why host a block party?

- Our neighbourhood is what we make it, let's make it great for everyone that lives here.
- How many neighbours do you know? This is a great way to get to know those you don't.
- Shared good times make for good neighbours and good neighbours make for safer, more connected communities.
- Capitalize on the DIY spirit of Inglewood

### Planning your block party

City of Calgary Block Party information page

<https://www.calgary.ca/roads/permits/block-parties.html>

Do a quick Google search to find all kinds of helpful tips

<https://www.canadianliving.com/life-and-relationships/relationships/article/11-awesome-tips-for-hosting-a-neighbourhood-block-party>

<https://www.instructables.com/The-Basic-Block-Party/>

<https://sdsynod.org/wp-content/uploads/2012/05/Block-Party-Kit.pdf>

### Getting your neighbours onboard and involved

- Notifying your neighbours – put out a little survey asking some of the questions you'll need answers to for planning
  - Do you want to have a block party?
  - Can you help on the planning committee?
  - How should we handle food?
  - Do you have anything you can lend to the cause, equipment, activities, etc.?
- Form a planning committee that includes people to cover these roles and set up a meeting schedule:
  - be the point person;
  - send out invitations and flyers, and respond to RSVPs;
  - look after food and local donations;
  - get permits, organize costs;
  - organize games and activities; and
  - lead the cleanup crew.

### What format will your party take?

- Do you want to close the road or have people gather in their front yards and on the boulevards?
- Closing the road takes more buy-in and planning, and there is no guarantee your permit request will be granted

### **Who can come?**

- Is this party strictly for the residents on your block or are you and your neighbours open to having folks from surrounding streets participate too?

### **Activities/Themes**

- What resources does your block have on it for entertainment? e.g. kiddie pools, a trampoline, bounce house, yard games (bocce, horseshoes, bean bag toss, BBQ, musician, clown, storyteller, etc.)
- Suggestions:
  - Plan a food competition, e.g. chili cook-off
  - Garden tours
  - Friendly competition of some kind, e.g. best chalk drawings/hopscotch,
  - Tiny talent show, e.g. do you have a neighbour that is a great whistler, can make balloon animals, ride a unicycle, etc?
  - Open-mic, e.g. music, writing, art, etc.
  - Cultural showcase, e.g. ask neighbours to contribute food, activity, etc. that showcases a culture/community they belong to

### **Will you serve alcohol?**

- Alcohol is only permitted on private property, so the ICA suggests a BYOB approach by household.

### **What will you eat?**

- Typically a block party would be a potluck style event where each household supplies a dish to share or a monetary contribution toward food.
- If you and your neighbours are wary of sharing food because of Covid, consider asking each household to arrange their own picnic to be enjoyed in their front yard and arrange one shared item for the block, like frozen treats.

### **Costs**

- There will be costs associated with the parties and not all blocks in Inglewood have the same capacity to carry these costs
- The more households that get involved in hosting, the more spread out the costs will be
- Crowd sourcing equipment from your block will save money
- Potlucks or each house providing their own food also will cut costs, as will using crockery and cutlery from home instead of disposables

### **Partner with businesses**

- Local merchants and retailers might be interested in supporting your party in exchange for a shout out and/or a sign at the event
- Decide which businesses to support with specific requests

- Write a letter and hand deliver it to the business, be respectful of time and remember that small businesses have had a difficult couple of years so donations may not be realistic for many merchants
- Also keep in mind that the goal is for parties to take place all over the community on the same day, Inglewood Drive-In cannot provide ice cream to every party. The ICA can help coordinate requests so we don't overload any particular business.

### **Equipment – things you might need**

- Extension cords
- Water
- Tables
- PA System
- Garbage bags and bins
- First aid kit

### **Staying healthy – Covid safety and food safety**

- Covid is still very much present in our world, encourage healthy behaviours by providing hand sanitizer and having food service volunteers instead of communal utensils
- Foster an environment of mutual respect where attendees feel safe and comfortable wearing masks, social distancing and practicing other health measures or not participating as they see fit
- Review basic food safety and tips for healthy potlucks here, <https://www.albertahealthservices.ca/assets/info/nutrition/if-nfs-hee-tips-for-hosting-healthy-potlucks.pdf>

### **What to do in an emergency?**

- Identify members of your block that are trained in first aid before the big day and consider appointing someone to be in charge if an emergency occurs, it is easier to follow the directions of one person than many people
- If an emergency occurs try to stay calm
- Clear the area – ask people to return to their homes quickly and safely
- Turn off BBQs, hoses, etc.
- Call 9-1-1 if necessary and clear a path for the response vehicles

### **How the ICA can help:**

- Flyers and posters
- Connect you with your neighbours
- Identify volunteers
- Potential monetary donation to offset party costs
- Keep you on track for planning, e.g. reminder emails and check-ins
- Support blocks with fewer resources so they can also throw fantastic parties

## **Planning timeline from Saturday, April 15**

### **Immediately**

- Look at the road closure permit and get to work on it
  - Reach out to your neighbours and get their signatures for the road closure
- Identify a team of volunteers from your block that can and will help
  - Pick a few dates to meet or check-in online to stay on track
- Find out what resources your block has access to. e.g. kiddie pools, a trampoline, bounce house, BBQs, yard games (bocce, horseshoes, bean bag toss, etc.)
- Make an outline of your party plan
- Make a work back calendar from party day, June 18, to help you stay on track of planning
- Make a list of potential business partners including what you want from them; send this to Talia events@icacalgary.com.

### **May 13**

- Check-in with planning team and ensure you are on track to submit your road closure permit
- Arrange barricades for street closures, you can use your own items for this, you do not need to rent them, e.g signage is required. Mount signage on tables, ladders/stantions with rope and signage strung between them
- Update ICA about plans and identify your specific needs for support
- Approach partner businesses

### **May 26**

- Last day to submit your road closure permit request in time for June 17

### **June 3**

- Map out your party set-up
- Outline your production plan for the day – who does what, when and where
- Confirm potluck contributions

### **June 10**

- Last group meeting before the event
- Make a list of all outstanding details
- Drop reminders in mailboxes
- Agree on set-up time and plan

### **June 17 – PARTY!**

- Send photos of your party to [events@icacalgary.com](mailto:events@icacalgary.com)
- Post photos on the Inglewood Neighbours Facebook page

## Block Party Checklist

Task	Person	Complete	Notes
Road Closure Permit			
<u>Food</u> <ul style="list-style-type: none"> <li>• Main</li> <li>• Sides</li> <li>• Desserts</li> <li>• Drinks</li> <li>• Condiments</li> <li>• Utensils</li> <li>• Napkins</li> <li>• Plates</li> </ul>			
<u>Equipment</u> <ul style="list-style-type: none"> <li>• Tables</li> <li>• Chairs</li> <li>• Extension cords</li> <li>• Blockades</li> <li>• Tents</li> <li>• Garbage and recycling</li> <li>• Tables Cloths</li> </ul>			
<u>Entertainment</u> <ul style="list-style-type: none"> <li>• Kiddy Pool</li> <li>• Lawn Games</li> <li>• Music</li> </ul>			
<u>Advertising, invites and RSVPs</u> <ul style="list-style-type: none"> <li>• Flyers</li> <li>• Social Media</li> <li>• Phone calls</li> </ul>			
Set Up			
Clean Up			