



## Night to Unite Block Party Tips

### How to Organize a Block Party

- Poll your neighbors to gauge their interest in having a Night To Unite Block Party.
- Have a planning meeting to discuss how the following will be completed (see enclosed planning chart):
  1. Invitations/flyer
  2. Menu & paper products” Potluck, bring your own, or collect money from neighbors to purchase food & supplies
  3. Location of the block party” Street, Local Park or Neighbor’s yard
  4. Activities—plan activities for kids & adults-see box on side
  5. Ask for donations from area businesses for door prizes.
  6. Sign-up neighbors to set up their portable grills.
  7. Have someone bring a portable stereo for music and maybe dancing later in the day.
- Name tags are very helpful, especially for the “visitors”
- Take lots of Pictures!
- Enjoy the party and before it ends, appoint next year’s organizers or committee.

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# NIGHT TO UNITE PLANNING

Use this form to coordinate your planning efforts

<b>WHAT</b>	<b>WHO IS COORDINATING</b>	<b>DETAILS</b>	<b>COMPLETED</b>
Time			
Location Reserve a room? Alternate location if it rains?			
Activities for Children			
Activities for Adults			
Food Beverage Paper Products Other?			
Prizes, items to give-away?			
Register event with *** Department		<b>Register early!</b>	
Entertainment			
Set-up  Clean-up			
Event notice/flyer Signs			
Garbage Bins Name tags Chairs, tables Decorations			