

# LAC LA BICHE COUNTY BLOCK PARTIES

## How-To Guide



Lac La Biche County  
welcoming by nature.



Family and Community  
Support Services

# Why host a block party?

- To have fun! You don't need a special reason to celebrate!
- To get to know who lives on your street. Neighbours who know each other are more likely to look out for one another.
- To establish a sense of belonging within your community and keep that "small town" feeling.
- To make additional connections in your community. Once you get to know your neighbours, you may want to exchange skills or resources with them, such as sharing tools or childcare.
- To strengthen community spirit and encourage neighbours to look after their community.
- To get to know who on the street might need a little extra help from time to time.
- To meet some of the long-term neighbourhood residents and learn about your neighbourhood's history.
- To establish new friendships and connections.
- To start a new tradition of getting together once a year!



# Ideas for your community event

## Spring & Summer

- Bonfire and hot dog/marshmallow roast
- Movie night in your local park
- Potluck BBQ
- Chili Cook-Off
- Community water fight
- Gardening tool/seed exchange
- Community cleanup
- Garden/tea party
- Sporting event (soccer, baseball, road hockey, etc.)
- Outdoor concert
- Community talent show
- Charity garage sale
- Birdhouse/bat-box/library building



## Fall & Winter

- Harvest celebration/exchange
- Clothing exchange
- Board game night
- Pumpkin carving contest
- Costume party
- Ice-skating on your community rink
- Snowman/snow-fort building
- Hot chocolate and tire sur la neige
- Snowshoeing
- Cross-country skiing
- Book exchange
- Tobogganing
- Horse-drawn sleigh rides
- Dance at your community hall



# Steps to get started

## 1. FIND SOME HELPERS

As you spread word of the event, ask your neighbours if they want to help with the planning. You may want to send out a flyer to explain the event and provide your contact information.

Your neighbours could help with:

- Invitations & promotion
- Applications or permits
- Games or activities
- Food & beverage
- Set up & take down

## 2. CHOOSE A LOCATION

Consider what activities you want to have and the number of people you want to include. Do some research about the location you have chosen. Is it public or private land? Do you need to block a road? We can help with suggestions and permits.

## 3. PICK A DATE & TIME

A block party can happen all year round. A weekend date or holiday may be the best time for the event. Check with your planning team to see what works best.

## 4. COMPLETE THE REGISTRATION FORM

If you require County services (Fun Van, picnic tables, road closure) please complete the registration form and return it to FCSS a minimum of two weeks in advance. Once the form is completed and returned to FCSS, you will be eligible for a \$200 gift card to use for food/supplies.

## 5. GET THE WORD OUT

There are templates available for invitations, door hangers and posters. You can even invite special guests like the Mayor and council, fire or police officers. Aim to have your invitations out about two weeks before the event.

## 6. MAKE SURE ALL FEEL WELCOME

Make sure you invite everyone in your neighbourhood and that the event is welcoming and inclusive. Consider those with different cultures or ways of life and try to be aware of language barriers and any dietary restrictions.

## 7. DON'T FORGET THE LITTLE DETAILS

Make a to-do list and make sure all logistics are taken care of. We can help you plan, print documents and take care of some of those finer details.



# Your steps as the Event Organizer

Make a checklist and choose who will be responsible for each item. Some of the items you are going to want to discuss include:

BEFORE	
	Choose your date, time, location, and size of event.
	Complete Registration Form.
	Decide what type of food you want and if you need to purchase additional supplies in advance.
	Decide if everyone will bring his or her own tables and chairs, plates, cutlery and cups, and beverages.
	How will you advertise and who will deliver invites?
	Decide if pets are allowed at the event.
	If using barbecues, who will bring them? What safety measures have you put in place for BBQ? <i>e.g. fire extinguishers, water</i>
	Do you want to support a local project or charity by accepting donations?
DURING	
	Who will be greeter(s) at the event; introducing new neighbours and helping them make connections? Provide everyone with a name tag and have a sign in sheet.
	Who will set up tables for food and supplies?
	Who will set up garbage cans and recycling bins on site?
	Who will be in charge of donation collections (if accepting)?
	Institute a bathroom policy “everyone to use his or her own”, so that home security is maintained.
	Are there washroom facilities close to the site? Rent a porta-potty if needed.
	Assign someone to be in charge of games and activities.
AFTER	
	Organize a cleanup crew. You may wish to encourage a cleanup event by rewarding the neighbourhood children with a prize for picking up garbage.
	Who will take down any signs that were put up and return borrowed equipment?
	Provide residents with an evaluation survey at the end of the event to collect ideas for next year.

## FINAL TIPS & REMINDERS:

- At least two weeks ahead of time complete the **Block Party Registration Form**.
- It is a good idea to have a sign-in sheet to collect contact information so you can stay connected all year long or start a Facebook group if you don't have one.
- Use name tags to help identify and remember each other's names.
- Have several garbage and recycling bins on site.
- Keep noise levels reasonable with stereos or entertainment.

