



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.

Sponsored and Supported by:





NIGHT TO UNITE PLANNING CHECK-LIST

Use this form to coordinate your planning efforts

| <i>WHAT</i> | <i>WHO IS COORDINATING</i> | <i>DETAILS</i> | <i>COMPLETED</i> |
|--|----------------------------|------------------------|------------------|
| 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 Police Department | | Register early! | |
| Entertainment | | | |
| Set-up Clean-up | | | |
| Event notice/flyer Signs | | | |
| Garbage Bins Name tags Chairs, tables Decorations | | | |