

Activity	Person(s) in Charge	Date to do (or date due)	Approx. cost	Other Notes
The EVENT				People to invite
Goals				
Date/time				
Location				
Theme				
Decorations				
Invitations				
Reminders				
Name tags				
Door Prizes?				
Food				
Beverages				
meal				
dessert				
other				
Paper Products				
Activities				
Adult				
Children				
Publicity				
For the event				
After the event? CJ, etc.				
Have Neighborhood Information				
Camera				
Clean-up				
Follow-up				
Other				

Hi Dee-

We had a really good time. We decided that since it was the 1st S. Birchwood Block Party we would start small so it only lasted two hours.

We passed out two flyers. One as we collected signatures for the permit and one about one week prior to the block party. We asked people to bring chili, side dish or a dessert. We had lots of good food!

Basically we set up tables in the middle of the street for the food. We also rented a bouncer and a cotton candy machine from Conti's. We have lots of kids on our street so I think this was a good way to get kids/parents there. We also had a face painter (a volunteer)

We had a donation box and just asked for donations. We didn't rent blockades but instead used vehicles with banners to close off the street. This saved us a little money.

We also had name tags and sign ups for a street directory and a block watch. Basically that's it in a nutshell.

We got lucky that the weather was so nice!!!

Let me know if you would like more details about anything.

Thanks-

Kristin

Model for Replicating BLOCK PARTY WITH A PURPOSE

1. Select a “committee”---having 2-4 people as co-hosts makes it more fun and less intimidating for someone thinking of hosting the event. **NAMES OF CO-HOSTS:**
2. Determine goal(s)—i.e. just to have fun, to meet people, work on a project, etc.
3. Determine who will be invited---i.e. one street, one block, etc. Do you want to invite other neighborhood people, community council members and/or Metro leaders/staff?
4. Determine where to hold gathering. Have “bad weather” contingency plan, hold inside or move to another date?
5. Plan theme and decorations: holiday, nature of a project, etc.
6. Make invitations and reminders:
 - Set date(s) to deliver (2 weeks apart)
 - Determine who will deliver
7. Plan/make name tags and sign-in sheet if you want phone numbers and emails, designate who will oversee these at the event
8. Plan food---who brings what or solicit donations, etc.
9. Plan games/activities for adults and children with specific assignments for leaders of each, be flexible with participation
10. Decide if there will be door prizes, decide whether to solicit these from local businesses/merchants, or if purchasing, how to fund
11. Decide if more publicity is needed---i.e. yard signs, phone calls, prize for bringing neighbors, etc.
12. Have cameras handy!

HAVE FUN! Remember, people who attend expect to have a good time and will be appreciative of the effort made to gather the neighbors.

Other suggestions: if there’s an event in the neighborhood already planned (such as a Trolley Hop, clean-up, etc.), plan something to coordinate with that. You could have people meet for appetizers an hour or so before the event happens, then go to the event.

Neighborhood Institute Project: *Opening Doors*

Goals

- Increase capacity of neighborhoods to engage neighbors in collaborative activities
- Show how process works; introduce partners
- Demonstrate leadership

Outcomes

- Plan an event
 - Crescent Court Block Party
- Document process
 - outline what works and does not work well
 - facilitate replication
 - maximize experience
- More neighbor interaction
 - formal (more block parties and/or other gatherings), and
 - informal (hey, join us for a glass of tea on the porch)
- Introduce concept of neighbors helping neighbors in *opening doors* both literally and figuratively
 - assisting neighbors with connections for problem solving
 - community building
 - increasing sense of security with greater familiarity
 - learning from each other

- Create and maintain a Crescent Court Directory (front to be comprised of a letter-sized poster of doors and faces from the street, back to be contact information, both contained front-to-back in a sheet protector to allow easy preservation and insertion of new contact information sheet)

Objective: Engage neighbors with each other while soliciting concerns as well as solutions in a nonthreatening, friendly atmosphere

Result statement: Open dialogue between neighbors, begin a process of neighbors helping each other and providing referrals to other agencies, friends, colleagues, resources for help to demonstrate how opening our own doors can translate into helping others while broadening our own knowledge base and community circle.

Estimated cost: \$100 (for first engagement, will solicit from respondents how to fund future engagements) – CHCC will sponsor event at \$50 – will seek donations and sponsors for remainder

Organizational status: highly capable

Photo assignment: Photo of each person's door along Crescent Court (with rental units, could ask to photo actual entrance to unit – also opportunity for conversation to introduce the project)

Will create keepsake posters of our doors once project is complete.

ACTION PLAN:

Date for first BLOCK PARTY: SATURDAY, OCTOBER 27
Noon to 2 pm (following Community Cleanup initiative)

Action steps:

- Hand deliver SAVE THE DATE notices to get neighbors' attention
 - DONE

- Develop a fun reminder with assignment
 - In process (tiny pumpkin, puzzle piece, model of a key, etc. that they will be instructed to bring back with them to the party to redeem for a special door prize)
 - DONE (used tiny pumpkin, invited everyone to bring it back decorated, also left back of reminder card lined but blank and asked for everyone to bring it back with a "fun or frightening" story about their house since it was the weekend prior to Halloween)

- Two weeks later (1 week prior to event) deliver reminder with a fun item
 - DONE (good interaction with everyone we talked with, one small, older lady who appeared to be Indian, nodded and smiled as we talked, we asked her name, she said "Conti" and we said we hoped to see her at the party or around the neighborhood, she stopped us as we turned to leave and to ask a question, "Why are you doing this?" Just to meet our neighbors and get to know each other, was our answer. Seems simple enough.

- Week of event, get donations for door prizes and food
 - DID NOT ATTEMPT THIS STEP, TWO PROJECT COORDINATORS ABSORBED COST BEYOND CHCC DONATION OF \$50 AS OUR CONTRIBUTION TO ENCOURAGING MORE NEIGHBORLY INTERACTION

- Day of event, have sign-in sheet for contact info (not mandatory, of course), have camera for mug shots and fun action shots, have kid-friendly games/prizes, have CHCC membership info, have neighborhood info (like Frankfort Ave. Biz Guide), have suggestion cards and box for them (what would you like to see happen on our street, what's good about our street, what bugs you about our street, would you like to get together again once/twice a year for a potluck/sharing event)
 - DID HAVE SIGN-IN SHEET AND NAME TAGS WITH ABOUT 80% PARTICIPATION; TRIED TO DO MUG SHOTS, GOT SOME; KID-FRIENDLY GAMES (pumpkin bowling and candy toss) VERY WELL-RECEIVED BY EVERYONE, ALLOWED ADULTS TO CHAT BUT REQUIRED ONE OR MORE ADULTS TO STAY FOCUSED ON KIDS/GAMES; HAD CHCC MEMBERSHIP INFO (a few takers); DID NOT HAVE ANY OTHER NEIGHBORHOOD INFO; DID NOT HAVE SUGGESTION CARDS/BOX

- Debrief entire process on paper
 - Should have provided more "takeaways" – neighborhood info, CHCC "business cards" by two project coordinators
 - Should have had more games prepared for kids, should have had designated adult for supervision to allow others to mingle, perhaps someone not living on the street

- Should have accepted more offers of help and followed through on those offers made while we were delivering items door to door
- One neighbor came over the day before to say he was making chili and would bring it early so it could stay in the crockpot and be ready
- Could have had a couple adult games like “intro bingo” to allow folks to get better acquainted
- Another version of the reminder card that would have generated more neighbor interaction would have been to leave a Block Party on Saturday sign at every other door with instructions to put it in a window and deliver one for the same purpose to their neighbor
- Should have had someone assigned to sign-in and name-tags specifically to ensure uniform participation

WHAT'S NEXT:

- Follow-up with directory – more door to door interaction – invite suggestions for a street resource directory (who is available to babysit, who can help with basic PC questions, who can provide transportation if needed, who is the CHCC district rep and what does that mean, etc.)
- Assess interest in another Block Party in the spring, ask for volunteer to host, suggest pot-luck
- Assess whether to make the Block Party a semi-annual event with a set date (Saturday before Halloween and Saturday before Derby or July 4th, etc.)
- Invite each Crescent Court resident to CHCC events and board meetings to increase interaction and exchange of resources

- Introduce concept of CHCC *Helping Hands* as a natural outgrowth of *Opening Doors*:
 - Possibly invite residents to an afternoon cookie exchange (offer to make deliveries to those who cannot make it)
 - They bring cookies and the recipe but are also asked for their “ingredients” for what would make the street or the neighborhood a better place to live
 - Provide the “recipe cards” for them to bring
 - Post them on a bulletin board for viewing and discussion during the afternoon
 - See if the group can create a “recipe” for achieving their most important goals
 - Ask for volunteers to pursue various “ingredients” and report back to either the CHCC district rep or CHCC president (provide email and phone numbers).
 - Follow up when information is forthcoming and keep everyone in the communication loop!
 - Allow the process to evolve but don’t wait for it to percolate on its own!

Submitted by: Dee Allen and Pat Brinson, Fall 2007 NI