



BLOCK PARTY

Why host a block party?



A Block Party is a great way for neighbours to get together, find some common ground and have fun! Neighbours who know each other look out for one another; whether it's borrowing a cup of sugar, looking after children, or shoveling snow and watering plants while someone is away. Your block party can also be a great way for neighbours to chat about any ideas they have for making their neighbourhood a great place to live!

How do I get started?

Getting started is as simple as finding a neighbour or two who are willing to help! Start by connecting with a couple neighbours you already know to see if they're interested in co-hosting. You can even send out a flyer to explain what a Block Party is, generate interest and recruit neighbours to help with the event – the more people who can help the better!

1 Start Small

Your Block Party doesn't need to be a big event – it just needs to get people together! This can be as simple as coffee and bagels on the porch, a block marshmallow roast or board game night. If you're looking for something a bit more active you can also organize a block cleanup, gardening event or a game of street hockey!

2 Decide where you'd like to host your event

Your block party can take place in a park, a front yard, driveway, common room or the street – wherever you think your neighbours would like to meet!

REMINDER: If you choose to host your party in the street there will be an impact on traffic and other neighbours. Make sure that you give your neighbours as much notice as possible about any street closures and use the attached Neighbourhood Support form to ensure that you have the support of at least 50% of affected residents

You will also need to fill out a [Traffic Disruption Permit](#). The City of Fort Saskatchewan Public Works department will drop off traffic barriers before your event and pick them up afterwards. Make sure you include a map of your street (this can be done through google maps) and indicate where you will be placing the barriers– you can block off your entire street or just a few houses, depending on the size of your event.

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Why host a block party?

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3 Register your event and connect with FCSS for additional resources

Once you submit the Block Party Registration Form, FCSS staff will help you with any questions you have about permits and provide additional support and resources. We also have a few Block Party Kits available to rent, including:

- Outdoor Movie Kit: Contains a projector, stand and screen. Simply connect your laptop, gaming system or smartphone and enjoy your outdoor theatre!
- Lawn Games Kit: Contains several games including ladder ball, corn hole and a large parachute

Depending on the size of your Block Party, FCSS will also provide gift cards up to \$100 to help with the cost of food or activities. (Up to 2 times annually)

Contact the Community Development Coordinator at 780-992-6206 or fcssinfo@fortsask.ca for more information.

4 Send out your invitations

Whatever event you decide on be sure to send out invitations to everyone on the block. You can download invitations from fortsask.ca/blockparty, create your own, go door to door, or if your block has a block directory you can call, text or send an e-mail.

5 Party!

Set up any equipment, tables or games and enjoy the party! Make sure you have a plan for cleanup after the event!

6 Let us know how it went!

After your event, make sure to submit the Block Party Evaluation Form. This will be your opportunity to provide feedback about the Block Party process and share stories about your event.

If you'd like
your party featured on
our website or social media
to encourage other neighbours
to start their own block party
tradition submit your stories
and any photos along with the
evaluation – make sure to also
sign the photo release form
so that we can share
your stories!

BLOCK PARTY

Registration Form



Name of applicant: _____

Address: _____ Postal Code: _____

E-mail: _____ Phone Number: _____

Location / address of event: _____

Date of event: _____

Start time: _____ Approx. end time: _____

Approx. households invited: _____ Approx. attendance expected: _____

Will your event require a road closure? ☐ Yes ☐ No

Submit the completed Traffic Disruption Permit and Neighbour Support form to the Community Development Coordinator in person or by e-mail. Incomplete forms or events that do not demonstrate the appropriate permits will not be approved.

Address of barricade drop off: _____

Barricades will be dropped off before 4:30 pm and picked up the following morning. For weekend events barricades will be delivered on Friday and picked up Monday morning.

Will you be renting a Block Party Kit? ☐ Movie Kit ☐ Games Kit

Date of pick up: _____

All kits must be picked up and returned between 8:00 am and 4:30 pm, Monday through Friday. All kits must be returned to City Hall the first business day following your event.

If you have any questions about hosting a block party or the registration process please contact:

Community Development Coordinator
Family and Community Support Services (FCSS)
1st Floor City Hall, 10005 - 102 Street, Fort Saskatchewan
780-992-6206 • FCSSinfo@fortsask.ca

This personal information is being collected and used under the authority of Section 4(c) of the Protection of Privacy Act for the purpose of administering the City's Block Party Program. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200.

BLOCK PARTY

Neighbourhood

Support Form



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Date and Time: _____

Name: _____ Address: _____ Approve ☐ Reject ☐

Signature: _____ Concern: _____

Name: _____ Address: _____ Approve ☐ Reject ☐

Signature: _____ Concern: _____

Name: _____ Address: _____ Approve ☐ Reject ☐

Signature: _____ Concern: _____

Name: _____ Address: _____ Approve ☐ Reject ☐

Signature: _____ Concern: _____

Name: _____ Address: _____ Approve ☐ Reject ☐

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Party Planning Checklist



ONE MONTH OUT:

- ☐ Recruit neighbours on your street to help with the planning
- ☐ Choose the location, date and time for your event
- ☐ Decide on the type of block party you'd like to host – will it be a BBQ, potluck, activity night or something in between?

THREE WEEKS OUT:

- ☐ Fill out the Block Party registration form
 - If you are borrowing a block party kit it's important to get your registration form in as soon as possible to reserve your kit – supplies are limited!
- ☐ Submit the Neighbourhood Support form and [Traffic Disruption Permit](#) (if you are closing down a section of your street) two weeks before the event
 - Attach maps of where you will be placing your barricades
 - You need signatures from 50% of the households on your street in order to close the street for your event.

TWO WEEKS OUT:

- ☐ Invite everyone on the block to your event and notify them of any traffic disruptions

ONE WEEK OUT:

- ☐ Pick up any food or supplies you may need for the party
- ☐ Pick up your Block Party kit from FCSS at City Hall

DAY OF:

- ☐ Set up your supplies
- ☐ Greet everyone as they arrive and help to introduce neighbours to one another.
- ☐ After the party make sure to clean up, pick up any garbage and pull the traffic barricades out of the street for pickup.

TWO WEEKS AFTER THE EVENT:

- ☐ Submit the Block Party Evaluation form and the Photo release form if you would like to share stories and photos from your event.

Evaluation Form



Thank you for taking the time to submit the Block Party Evaluation form. The information you provide helps the City of Fort Saskatchewan and FCSS to continue to respond to community need and support other residents in hosting their block events.

This form is due two weeks after your event and can be returned via:

E-mail: FCSSinfo@fortsask.ca

Mail: City of Fort Saskatchewan , FCSS
10005 - 102 Street
Fort Saskatchewan, Alberta T8L 2C5

In Person: City Hall (address above) 1st Floor.
Regular business hours:
Monday - Friday 8:00am - 4:30pm
excluding statutory holidays

Event Host Contact Information:

Name: _____

Address: _____

Phone Number: _____ E-mail: _____

Date of Block Event: _____

We would like to share success stories from **your Block Party** as a way to encourage other residents to apply. Do you wish to give the City of Fort Saskatchewan permission to use quotes and/or photos from this report for marketing and promotional purposes?

☐ Yes ☐ No

If you checked yes, please also submit a photo release form and submit photos or neighbour testimonials along with this form.

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Evaluation Form



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Please provide a brief overview of your event!

- 1** What were some of the successes? How many adults and children attended?
- 2** Were there any challenges?
- 3** Do you feel better connected to your neighbourhoods after the event?
- 4** How did your neighbourhood come together to ensure that the event was inclusive for anyone who wanted to participate?
- 5** How many neighbours helped with planning the event?
- 6** How many hours did each neighbour contribute in planning the event?
- 7** Would your neighbourhood be interesting in hosting another event in future?