

## Planning Your Block Party

- ❖ Gather a few neighbors together who are interested in organizing your event. Decide on a possible theme for your event, and what sort of activities will take place. Decide on what to do about food and how it will be prepared. You can divide the tasks for organizing among the group.
- ❖ Go to your neighbors to make them aware that you are planning a block party. Get ideas on when the event should be held. This is also a good opportunity to get more input from your neighbors regarding possible activities and resources available in your neighborhood!
- ❖ If there are people in your neighborhood who speak a language other than English, try to find a translator who can help you to reach these neighbors. This is a great opportunity to meet people of different cultures and ethnic backgrounds!
- ❖ Decide on when to have your event, preferably a weekend or holiday.

## Where to Have Your Block Party

Where you have your event largely depends on where you live. You do have options if you live in an apartment building or townhouse complex. Always remember to have a contingency plan for bad weather.

1. Start with the basics. Where do you live? Look around and evaluate your area. Cul-de-sacs and dead end streets are great places for hosting a block party.
2. What if you can not have a block party on your street? No problem! There are many neighborhood parks built for your enjoyment. Most are equipped with picnic tables, benches, and green space.
3. Do you live in a townhouse/condominium complex or apartment building? Chances are that you have access to a common room or meeting space within the complex. Talk to your property manager about this space. Also, some multi-family complexes have common green space outside for your enjoyment.

4. You may want to use the common green space that belongs to your housing development or neighborhood association.
5. Make sure that you contact the Building Inspections and Permits Department a minimum of seven days before the party.

### Party Planning Checklists



#### Determine Goals:

- \_\_\_ Who are possible co-sponsors and volunteers?
- \_\_\_ What is the event budget?
- \_\_\_ Be sure the event is inclusive and well organized.
- \_\_\_ Timing and location are crucial to success.
- \_\_\_ Follow through with details.

#### Set Date and Time:

- \_\_\_ What day of the week
- \_\_\_ What time of the day
- \_\_\_ Does the event conflict with anything?
- \_\_\_ Confirm date with key participants
- \_\_\_ Set rain date (if needed)

#### Determine a Theme:

- \_\_\_ Evaluate resources
- \_\_\_ Establish attendance projections
- \_\_\_ Designate coordinator(s)
- \_\_\_ Committee assignments

#### Get Permit(s):

- \_\_\_ Tent permit
- \_\_\_ Special Events Permit (Ord. 117)
- \_\_\_ Parade
- \_\_\_ Block party

#### Select Location:

- \_\_\_ Site preparations
- \_\_\_ Facilities reservations
- \_\_\_ Layout of the area



## COMMUNITY SERVICES

### NEIGHBORHOOD COMMUNICATIONS

### BLOCK PARTIES



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Community Services Division  
Department of Environmental Services  
City of Carrollton  
1945 E. Jackson Road  
Carrollton, Texas 75006  
Phone: 972-466-4299  
Fax: 972-466-3175  
[www.cityofcarrollton.com](http://www.cityofcarrollton.com)



## What is a Block Party?

Block parties are a great opportunity for neighbors to interact. They allow neighbors to gather together and enjoy themselves within their own neighborhood. Block parties are not new; generations of Americans have enjoyed these traditional neighborhood parties. Things may have changed in our neighborhoods over the past several decades, but people still enjoy neighborhood gatherings. Block parties generally took place right on the street with people playing games and enjoying themselves on a blocked-off portion of the street. This is still an option, but



there are other options, including using a public park. Timing and location are crucial to the success of any neighborhood event. Follow through with the details to ensure success.

## The Benefits of Neighborhood Block Parties

### Safety

You and your neighbors can actually increase the safety of your neighborhood just by getting to know each other. You can exchange telephone numbers and keep an eye on each other's property. You may also want to organize a Neighborhood Crime Watch program, which is a great way to reduce crime in your neighborhood.

### Addressing Issues

Block parties allow for neighbors to come together to address key issues in their neighborhood. By working together, your group can successfully take care of problems that are affecting the neighborhood.

## Sharing with Neighbors

Your neighbors have a wealth of knowledge that they may be able to share with you. We can all learn from each other. By connecting with each other, we are creating an exciting opportunity to learn something new! By getting together with your neighbors, you are creating a sense of belonging within your neighborhood, which is an important aspect of building a safe and positive community.



## Beautification

Neighbors in Carrollton have a wonderful opportunity to participate in the beautification of their city. You can organize your neighborhood to participate in the Neighborhood Enhancement Matching Grant Program. Contact the city of Carrollton's Community Services Division for more information.

## Fun

Enjoy your neighborhood for a day. Having fun in your street or a local park is a wonderful experience. A block party is a time for children and adults to enjoy socializing.

## Harmony

By having a block party, you and your neighbors can help reduce conflict in your neighborhood. If there is a difficult situation brewing, you can successfully deal with the situation as a group. By providing a fun opportunity for communication, you are quickly on the path to resolving the problem.

## Block Party Requests

The Building Inspections and Permits Department is responsible for coordinating special events for the City of Carrollton. All block party requests are handled in the following manner:

1. Contact Building Inspections and Permits at (972) 466-3225 to acquire a special events planning kit.
  2. Complete the request form in its entirety. *At least 75% of all properties involved in the block closing must sign the petition and release from liability agreement.* Return the form to the Building Inspections and Permits Department at City Hall, 1945 E. Jackson Road, Carrollton, Texas 75006. This must be done **at least 7 working days before the date requested** for the block party.
  3. To cancel a block party due to inclement weather, contact Police Dispatch at (972) 466-3333. Police Dispatch will notify the Traffic Operations' on-call personnel to cancel the barricading. Contact Traffic Operations at (972) 466-9870 the following Monday to confirm the desired reschedule date.
  4. When the form is returned, a **\$25** nonrefundable fee will be required to cover the costs of processing the paperwork, labor costs for setting up the barricades, and retrieving the barricades.
- Once the participants of the block party have met all obligations, the Transportation Department will come to the location on the date specified for the party and set up the barricades. Barricades must be maintained by the residents as installed by the Transportation Department.
- It is the obligation of the participants of the event to set the barricades to the side of the street for the Transportation Department to pick up following the party.