

Suggestions of how to organize a neighborhood block party in Austin:

1. Determine the purpose and scope: Decide on the purpose of the block party, whether it's a social gathering, a fundraising event for a neighbor, or about community-building.
2. Form a planning committee: Recruit volunteers from the neighborhood to form a planning committee. Assign roles and responsibilities to ensure smooth coordination and execution of the event.
3. Create a budget: Estimate the expenses for the block party, including permits, entertainment (sound must stay under 75 DB), food, decorations, and any additional activities.
4. Spread the word: Inform residents about the block party. This can include flyers, neighborhood snail mail newsletters, texts. You can encourage residents to RSVP to get an idea of the expected turnout.
5. Plan activities and entertainment: Organize a variety of activities suitable for all age groups, such as games, live music, face painting, or a talent show.
6. Arrange for food and beverages: Decide whether the event will be potluck-style, catered, or a combination of both. Coordinate with local food vendors (as long as they stay on private property) or encourage residents to bring their favorite dishes to share –or have a Pie/Chili contest...
7. Ensure safety and security: Prioritize the safety of attendees by designation barricade monitors or hiring security personnel if necessary. Arrange for first aid supplies and have emergency contact information readily available (as a post on one of the tables or at the entrance).
8. Set up the event: Arrange for tables, chairs, tents, and any necessary equipment in compliance with the neighborhood block party regulations. Decorate the venue with banners, lights and signage to create a festive atmosphere.
9. Follow up and gather feedback: After the block party, thank all the participants and volunteers for their contributions. Collect feedback from attendees to improve future events and maintain community engagement.

*Remember, these are just suggestions which you can tailor to your block party. Enjoy the process of bringing your community together and creating lasting memories!

Ready to get organized? Check the next pages for your party planning checklists.

Neighborhood Block Party Planner

*suggestion help sheet.

PARTY NAME / TITLE

STREET NAME

EVENT DATE & TIME

THEME FOR PARTY

To Do's

3 Weeks prior to the party

- ☐ Organize a committee (who does what when)
- ☐ Choose a Party theme
- ☐ Create a Budget
- ☐ [Print out forms for Neighborhood Block Party Permit](#)
- ☐ Get approval from the street (60%)
- ☐ [Apply for Permit \(no less than 100 days prior\)](#)

1 week to the day Prior to the party

- ☐ Organize the food
- ☐ Meet with committee to check what's left to be done
- ☐ Make DIY items
- ☐ Organize transportation for party paraphernalia
- ☐ Get the Barricades and Vests for the closure
- ☐

Day of the Party

- ☐ Pick up food/ice/décor
- ☐ Set up party
- ☐ Have the party and get to know your neighbors
- ☐
- ☐
- ☐

Notification / Signoff

NAME	METHOD OF CONTACT	Notified
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



NAME	METHOD OF CONTACT	Notified
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Expenses

CATEGORY	% OF BUDGET	BUDGET TOTAL
STREET		
Decor		
Food / Beverage		EXPENSE TOTAL
Entertainment		
Event Documentation		
SWAG		DIFFERENCE
Invitations		
COA Permit		

CATEGORY

AMOUNT

COMMENTS

STATUS

