

## **BLOCK PARTY GRANT -- INFORMATION AND HELPFUL TIPS**

### **Planning a Block Party**

The following suggestions are meant to supplement and stimulate your own ideas. People have found it best to include three or four individuals in the initial planning and then to reach out for more help. The most important thing is to get each others' phone numbers and get started.

### **Checklist**

- Decide what your "block" is. Even ten households need safety barriers.
- Contact Ms. Marilyn Edwards at the Mayor's Office of Special Events (862-6024). It's her job to help you navigate through any Codes issues that might arise. Plus, she is very enthusiastic!
- Obtain a street closure permit from Public Works. Contact Utilities (862-8782). It will cost \$55.
- Notify all residents by flyer of the street closure with an invitation to join the party.
- Obtain barricades. This can be done from "Blinker Light" for \$85 (787-0700).
- Ask someone to buy ice, drinks, cups, and plasticware. In the invitation, ask for a dollar donation to reimburse. If your group is more environmentally responsible, you can ask people to bring their own reusable dishes instead.
- Suggest people bring enough food for their family plus one, and put it out all together. Or -- if you are meat-eaters -- perhaps take up money to buy items like chicken or hamburgers to grill together (make sure you have the grills!), with everyone bringing a side dish.
- Decide who brings tables and tablecloths for the food tables.
- Do you want name tags?
- Music?
- Ask people to bring their own chair or blanket. Offer help for those who need it.
- Plan children's activities that require minimal supervision, such as tricycles or bubble-blowing.
- Spread the set-up and clean-up chores among plenty of people. Reminder phone calls work wonders.
- Include all of your plans in the invitations, so people will know what to expect, and distribute them at least two weeks in advance.
- After the invitations go out, talk it up!

### **Committees for a Block Party**

It takes a village to make an easy block party. Here's a suggestion for committees:

- Permit and safety barricades.
- Pick-up and return chairs and tables.
- Create invitations and deliver.
- Ice Man for tubs, ice, delivery.
- "Talk it up" committee to get busy after invitations go out.
- Call police beforehand and ask for a patrol, since many people will not be at home.
- Make reminder signs and put up two days before.
- Set up a name tag table and take \$.
- Accept food and organize food table.
- Music.
- Pass sheet for Phone Tree. Copy to deliver to neighbors after party.
- Clean-up committee.

**The Application**

Application Date: \_\_\_\_\_

Name and address of person submitting the application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of contact person if different from above: \_\_\_\_\_

Contact's phone number: \_\_\_\_\_

Contact's email address (optional): \_\_\_\_\_

Proposed location of party: \_\_\_\_\_

Date for party: \_\_\_\_\_

Rain date for party: \_\_\_\_\_

NOTE: If the date of the party changes, there is no need to submit a new application as long as the new date is within two weeks of the date or rain date listed on the application.

You may submit a version of this application online at <http://www.hwen.org> OR send a copy of the above to:

Block Party Grant Program  
Hillsboro - West End Neighborhood Association  
P.O. Box 120521

**Reimbursement**

In order to receive reimbursement after your application is approved and you have held your block party, please send a stamped, self-addressed envelope along with your receipts to:

Maria Smith, Treasurer  
Hillsboro - West End Neighborhood Association  
P.O. Box 120521  
Nashville, TN 37212

Reimbursement will be applied only for the following expenses:

- 1) Obtaining a street closure permit from public works
- 2) Renting the necessary barricades
- 3) Printing the notification/invitation flyers