

# PVD BLOCK PARTY GUIDE

Providence is home to 25 official neighborhoods. **CONNECTING** with your neighbors makes for a greater feeling of **CONNECTEDNESS**. Building familiarity builds trust and a greater sense of community (and safety!) for everyone. Here are some tips on how to get the party started!

## PLAN!

Depending on the size of the party, plan ahead! Give your neighbors an opportunity to make time in their busy schedules.

Big block parties need to apply for permits 90 days in advance. Refer to the link below for more info.

## WHERE?

After you decide on the size of your gathering, there are a few options for where to have the party: block the streets or hang out in a long driveway or a big yard.

Blocking off the streets takes more advance planning but don't let that stop you!

When deciding the size of the block party area, look for natural boundaries such as major streets or parks. Keep it manageable.

## FOOD & DRINK

Neighbors can sign up to bring a dish, or you can go all out with a catered event and share the costs.

Whatever you decide, make sure to send someone to the store for a few bags of ice!

## TEAMWORK

Don't go it alone. Recruit neighbors into a planning committee. Have meetings at mutually convenient times and volunteer for leadership roles based on individual strengths.

## TIMING

Weekends work well for busy neighbors, unless it's a national holiday.

Three-hour time frames that coincide with lunch or dinner times are convenient for most everyone.

## ADVERTISING

Post some fun and informative party flyers in key spots. But the best way to get even your most shy neighbors to join is to call or knock on doors to ask in person. Bring a clipboard to keep track of the RSVPs and make assignments for food.

## LOGISTICS

Invite guests to bring extra tables, chairs, and ice chests (well-marked!).

Set up a few recycling and trash bins to keep things organized and tidy.

## PERMITS & FEES

For large block parties not taking place in driveways or yards, there is a city permitting process with fees for street closings, No Parking signs (best for big block parties), and saw horse rentals.

Refer to the link below for more information and contacts to help you manage the process.

The city does require an insurance policy of \$1M. If this isn't feasible, please contact your local city councilperson and ask about obtaining a waiver.

*\*Keep in mind, whatever money you and your planning team spend on fees, put out a collection box at the party or decide in advance who is going to pay for what.*

## ACTIVITIES

Keeping little hands busy with games, sports, or crafts while adults get to know one another is always a good idea. Recruit responsible teenagers to help lead these fun and interactive activities.

Some neighborhoods go all out with bouncy castles and rented games, it just depends on the size, scope, and budget of the event.

## NAMETAGS

Nametags help ease the anxiety of remembering names while also sparking interesting conversations. Try fun things, like inviting information that describes where people live ("blue house on the corner of Hope and Power) or when the neighbor moved into the neighborhood.

## SIGNING IN

At the party, set up a table with volunteers. Alongside the nametags, have clipboards ready with sign-in sheets for the neighbors who have already signed up and also for the neighbors who are just dropping by. Make columns for names, addresses, emails, and phone numbers.

Make it clear that you would like permission to share this information with other neighbors so everyone can stay connected after the party.\*

*\*Respect that some neighbors may not want to share this information.*



**LEADERSHIP**  
RHODE ISLAND

**FOR MORE HELPFUL INFORMATION AND CONTACTS:**

<http://www.providenceri.gov/act/public-events-permit-application/>