

## Steps to Host a Block Party

1. Complete the "Application for Event" form and pay the \$50 fee
2. Submit a written statement to the Parks and Recreation Divisions office indicating all affected residents have been contacted and no objections have been made to the closing of the street.
3. Provide a map showing the area requested for the block party, including the intersecting streets.
4. Pick up and return the necessary street barricades from City Services Center located at 2200 US Highway 50 North. City Services is open Monday-Friday from 7:30AM-2:30PM for barricade pick up and return. Pick up one business day prior to block party date.
5. Remember that alcoholic beverages cannot be served or consumed in the public right of way.
6. Block parties must conclude at dusk.
7. Return barricades to City Services Center the following business day.

## Hosting Neighborhood Block Parties

### For more information contact:

City of Janesville-Recreation Division

**Physical Address:** 18 N. Jackson St.

**Mailing Address:** PO Box 5005,  
Janesville, WI 53547-5005

**Phone:** (608) 755 -3030

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***"A Good Neighbor Increases  
the Value of Your Property"***

...A Czech Proverb

## NEIGHBORHOOD BLOCK PARTY GUIDE



**Building Great  
Neighborhoods One  
Piece at a Time.**

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*Discover the community of choice  
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## General Information

Neighborhood Block Parties are great opportunities for neighbors to get to know each other and build connections. If your neighborhood has not done a block party in the past please consider stepping up to the organizer role. Our office staff will be glad to help you along the way to ensure you have a successful block party.

Neighborhood block parties block off a portion or block of a street to vehicular traffic. Neighbors are free to set up activities in the street, with the exception of any alcoholic beverage consumption. Since block parties are essentially on a public street, a permit is needed.

Block parties encourage neighbors to get to know each other in a friendly atmosphere. They are great ways to meet new families that moved in and to connect with people on a deeper level that you often wave to on the street.

The event organizer must follow the necessary steps for approval, but it is suggested that the organizer form a small committee to divide out required tasks involved in the block party execution.

The City requests that people are considerate of their neighbors that are not at the party. Any debris must be removed immediately from the street and terrace. Block parties must conclude at dusk.

## Block Party Benefits

- Putting a name to the face of people you walk or drive past and often wave to
- Meet the parents of the kids your own kids often play with in the neighborhood
- Communicate with neighbors on any issues that may be occurring in the neighborhood to discuss possible solutions.
- Increase stronger connections with your neighbors that will help build strong community ties.
- Potential increased safety could occur in the neighborhood when neighbors know each other and are looking out for one another.
- Form friendships right in your neighborhood.
- Discover ways in which you can help each other out.
- Find out occupations or skills of neighbors and hire them when a related need arises.

*"To be a good neighbor is one of life's richest joys"  
.....The dailyquipple.com*

## Block Party Ideas

- Send out Invitations to all neighbors indicating party logistics, including assigning people a dish to pass based on their last name. This can be a simple flyer.
- Have an ice breaker activity for when people first come, such as "People Bingo" which would encourage people to meet new people in their neighborhood. Consider having name tags with house numbers. Make sure someone acts as the official greeter as people first arrive.
- Encourage someone to start a neighborhood Facebook page. If already started let everyone know to join the group. This is great for neighborhood rummage sale days, needing supplies for kid's school projects, needing to borrow a tool, watch a dog, etc.
- Assign people ahead of time to the "grilling team". Have aprons made up that are used each year
- Assign neighbor teens the responsibility to plan a game or activity for the younger kids
- Encourage the talent in your neighborhood to volunteer to showcase their skills for the block party entertainment (DJ, magician, juggler, singer, etc.)
- Ensure proper clean-up of the street and terrace by creating a game for the kids and handing out small prizes for trash collection.