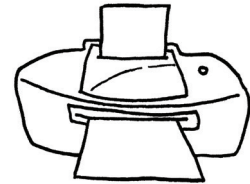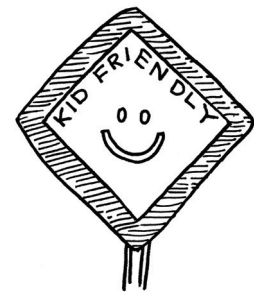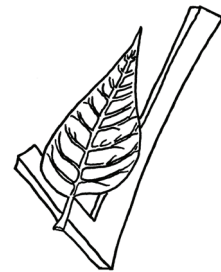# BLOCK PARTY IN A BOX

Thank You for downloading Block Party in a Box!

The following steps will guide you through using Block Party in a Box to plan and execute a successful block party without breaking a sweat.

01 Read the included manual. It is full of useful ideas and reminders to help you along your way.

02 Print the resources you need. They are letter sized and are black & white. Print name tags on full label sheets. No need to fit to page, all resources have been sized appropriately.

03 Have children colour in the resources to brighten them up.

04 Fill in the blanks and photocopy resources as needed. Cut along dotted lines.

05 Use the resources. Give them to your neighbours and post them on your street.

06 Have a block party and make sure you have a good time.

07 Reuse and/or recycle materials used. Try to be environmentally friendly.

08 Tell someone about **blockpartyinabox.com**

09 Repeat Steps 1 through 8 as needed.

blockpartyinabox.com

BLOCK PARTY IN A BOX

a guide to planning and executing a successful block party without breaking a sweat

This manual is only part of the complete Block Party in a Box resource kit. There are a dozen of well designed, print-at-home ready resources available online that support the steps you'll find here in this manual.

Download the complete package from
blockpartyinabox.com

INTRODUCTION:
WHY A BLOCK PARTY IN A BOX?

We all reside on some type of street and whether we live in an apartment, a detached house, or townhome, we all have amazing people we call our neighbours. But when was the last time we got together with them simply to party?

While we may exchange daily pleasantries with our neighbours, occasionally get together for an evening out with one another, or arrange play dates for our children, we don't often get together as an entire block, street, neighbourhood or community simply to socialize and celebrate.

The process of trying to plan a block party can be an onerous one. Designing posters, completing checklists, organizing potlucks, and planning games, events, and entertainment all take time. These responsibilities are in addition to the process of applying for city permits and making sure that the party is a safe one. There are lots of things to take care of, and when time and energy aren't in abundance there often isn't an opportunity to plan a party when one might be needed most.

What if the process of planning and executing a block party was a little easier than it currently is? What if we didn't have to worry about the checklists, activities, and all the mundane work, and could focus on having a good time?

Borne out of the planning of large-scale urban-based events, I understood that while some cities may have 'open street' days, and some established and organized neighbourhoods might have yearly gatherings, not every street may be lucky enough to have their own personalized and local block party.

I wanted to be able to help every street plan their own party. I knew there had to be a better and easier way.

I dreamt of a tool that would not only provide the support needed for families, single parents, seniors etc., to plan their own block party, but one that would be scalable to reach blocks, streets, neighbourhoods, and communities around the globe.

Enter *Block Party in a Box*

Block Party in a Box is a resource kit that can be used by anyone wanting to plan a block party for their street, community, or neighbourhood of any size. With pre-made posters, checklists, games, and other resources, *Block Party in a Box* allows you to plan and execute a successful block party without breaking a sweat.

Kevin Van Lierop
London, Canada
January 2013

HOW TO PLAN AND EXECUTE A SUCCESSFUL BLOCK PARTY WITHOUT BREAKING A SWEAT

The Block Party in a Box Manual

Block Parties are amazing things: they make better use of the space we already occupy, they are excuses to celebrate with one another, and they have the ability to turn strangers into neighbours.

I'm happy you want to improve the place where you live and that you think a block party is the best way to go about it. It's people like you who are building better places to live, stronger neighbourhoods, and a better tomorrow.

I've taken care of the mundane and time-consuming work required to plan a block party, leaving you with more time to enjoy the company of your neighbours.

When designing this resource kit, I envisioned a block party that takes place on an individual street/block but this vision shouldn't limit your imagination, ambition, or adaptation of these resources. If you want to plan something on a larger scale, **DO IT!** Take the resources provided here, alter them, improve them, and then put on the best block party you can.

ORGANIZATION OF THIS MANUAL

This manual outlines the process of planning a successful block party compiled into a series of steps. While I tried to make this manual as comprehensive as possible, I know I've missed elements that are applicable to your local situation and specific event. I suggest you use these steps as points of guidance and encourage you to deviate from them as needed.

WHAT SIZE OF PARTY? 01

We all refer to the places we live in different ways. From streets to blocks, neighbourhoods and communities, the places we call home vary in size, diversity, urban form, and vibrancy.

Just like the places we call home, a block party can take on many different forms. The first step in planning a successful block party is deciding on the scale of the party you wish to throw.

- **Street party** - you could close down the street and allow the children in the neighbourhood to play.

- **Front lawn party** - you could relax with neighbours and friends on a front lawn.

- **Public space party** - you could hold a neighbourhood-wide event in a local park, parking lot, or other publicly accessible space.

- **Back yard party** - you could have a good time in the comfort of a familiar place.

Only you will know which is the best fit for your specific location and circumstance. Choose the scale of party that's appropriate for you to take on.
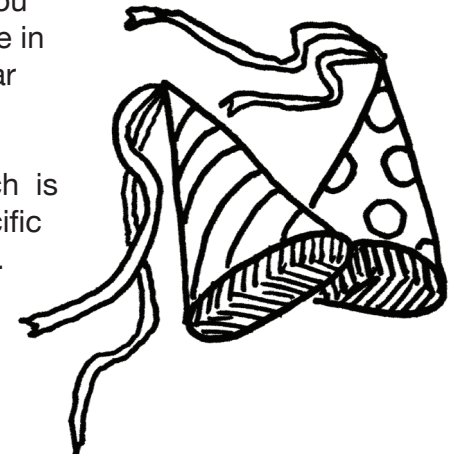
02   GET THE WORD OUT

It's important that you seek input from your neighbours during the early planning stages, thereby encouraging greater participation and building enthusiasm.

To help spread the word about the block party you're planning and to get others more involved, we suggest considering the following steps:

1. Be inclusive - everyone is your neighbour regardless of any pre-conceived notions you may have about them.

2. Knock on doors - meet the people you've never met; shake hands, be personable, and make stronger connections.

3. Be open and transparent - no one wants to be left in the dark; clear communication is always key.

4. Keep in contact - make sure that people know how to best get in contact with you throughout the planning of your block party.
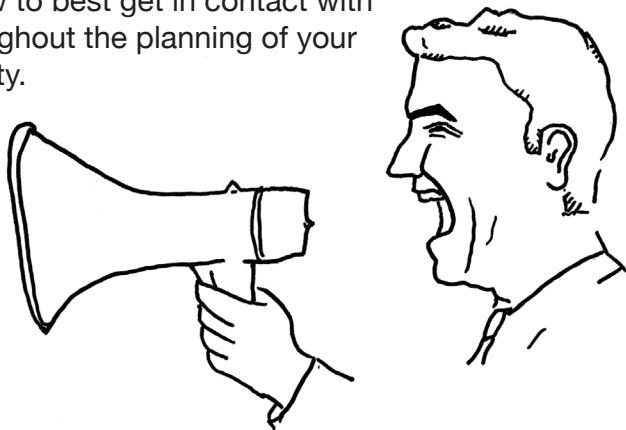
MONEY, MONEY, MONEY, MONEY!   03

Money. Who needs it? More expense does not mean more fun! You don't need to drain your bank account to make your block party a success. Great block parties can be surprisingly inexpensive.

From food to activities, permits and entertainment, your block party will only be as expensive as you choose to make it. Plan smart and affordably, and remember: there isn't anything wrong with being frugal.

Talk to your neighbours, local neighbourhood association, businesses, places of worship/faith and resource centres. There are many different people and organizations that will be more than willing to help out with resources and supplies for your block party.

04 FEEDING THE MASSES

People get hungry; this is a fact of life. This applies to people attending block parties as well. Because you shouldn't need to break your own bank account to make your party a success, we have a few suggestions when it comes to arranging food for your block party:

• Your local supermarket or grocery store may be willing to support your block party by providing food.

• Make your block party a potluck. Have everyone who is coming bring something to share with others. Be sure to stay mindful of food allergies.

• If you're looking to do the cooking you're best to stick with things that are easy and affordable that can be made in large quantities.

• If you're planning an event that takes place over a longer period of time be conscious of your food storage. You wouldn't want any food to go to waste.

HAVING FUN 05

While the majority of your block party will be organic in nature, neighbours talking to one another, etc., it can't hurt to have some pre-planned activities for the children (and young-at-heart adults) in attendance, to help keep everyone engaged and entertained.

Activities can include tried and trusted games like the egg toss, three-legged race or even bottle bowling. You shouldn't let your budget be the limit to the types of activities your block party includes. There are more low-budget and hi-fun activities than you think there are.
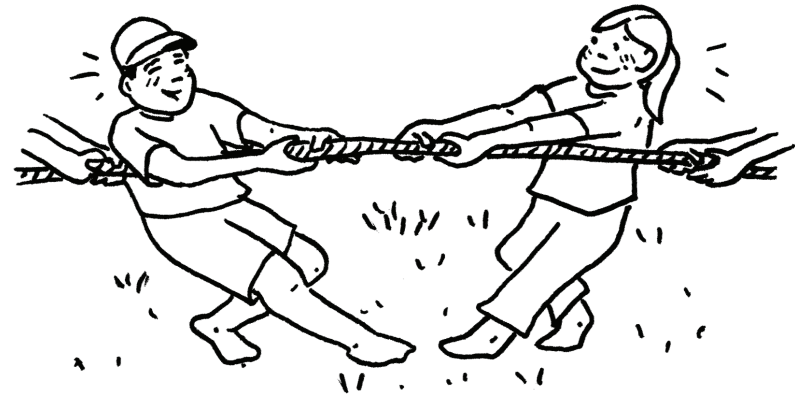
06 MATERIALS AND EQUIPMENT

Depending on the scale of your block party, the materials and equipment needed can vary greatly. If you're planning a neighbourhood-wide event, you might need a stage and a sound system. If you're planning something more local, at the street level, you might just need a few tables and chairs.

If you need equipment, ask your local community/resource centre, churches, or even funeral homes if they can help. Often times these sources are more than happy to offer what they can. Be sure to solicit help from your local social network, too. Don't be afraid to ask!
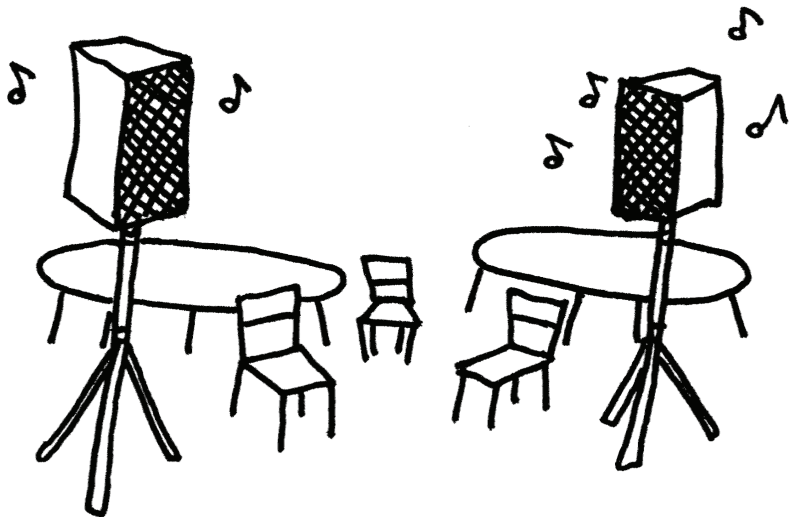
PARTY SAFE 07

It should go without saying but we'll say it anyway: when planning your block party, safety should be your first priority (with fun being a close second).

Depending on the scale of your party and where you want it to take place, you might need to acquire a permit(s), insurance or other elements that will help to create some peace of mind. We can't comment on every location or situation, so we encourage you to contact your local municipality or law-enforcement body to find out more about the laws, regulations, and rules in your location.

08 BLOCK PARTY DAY

It has arrived – the day of your block party. So now what?

It can be easy to get stressed and overworked on the day of your party, and as a result you might not get to enjoy the 'fruits of your labour'. To help you out we suggest considering the following:

• **Ask for help** - you're just one person and you can't do everything. Don't be afraid to ask your neighbours for help if you need it.

• **Let the small things be small** - if an issue arises at your block party, don't get too worried. If it is something big, deal with it appropriately and promptly. If it is something small, just let it be.

• **Enjoy** - take some time to grab a burger, a beverage and enjoy the company of your neighbours. After spending lots of time and energy preparing your block party, you deserve it!

WHAT NEXT? 09

You survived your first block party, so what do you do next? The following things can be done to wrap up your block party and make the next one even more of a success:

• **Thank everyone involved** - it will make them, and you, feel like a million dollars.

• **Create a party archive** - you can store the relevant information regarding your block party in a binder (or in a box) so that when you need to reference it again it is readily available.

• **Take time to relax** - Go to the park with your kids, enjoy a dinner with your neighbours, or sit on your porch with a good book and simply get lost.

By allotting time for efficient and effective wrapping up at the end of the day, you'll find that down the road you'll spend less time asking questions and more time partying.
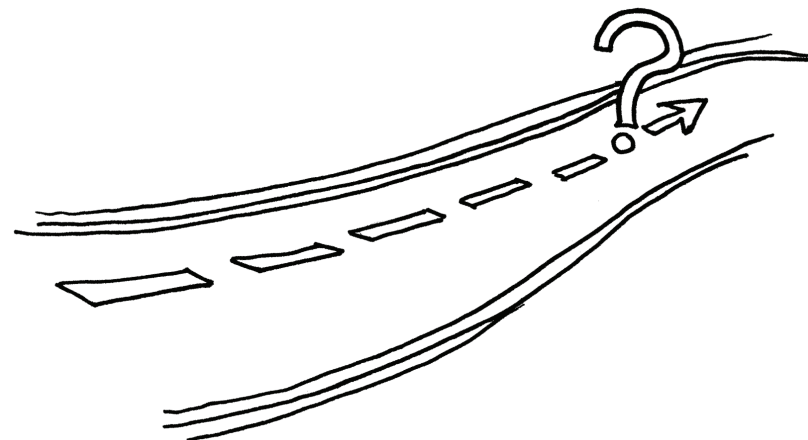
10 ADDITIONAL RESOURCES

So you've finished reading this manual and you're probably saying to yourself, "But this doesn't include A. What about B? In my city we have to do C." We know that this manual probably hasn't covered everything that's specific to your location or the type of event you want to plan, but we hope that it has pointed you in the right direction.

If you're looking for additional resources to help you plan and execute your block party, we suggest checking out some of the following online resources:

- good.is/neighborday
- openstreetsproject.org
- streetbank.com/splash
- neighbourday.org
- shareyourmeal.net
- streetparty.org.uk

! DISCLAIMER

This manual and associated resources are intended for educational purposes only. Nothing contained in this manual or associated resources should be interpreted or relied upon as legal advice or an invitation to break the law. Partaking in any type of party is at your own risk. If you choose to partake in a party, you will be acting independently of Kevin Van Lierop and all persons and organizations who supported this document/manual, none of whom are liable for your actions.

By partaking in a party, you voluntarily and entirely assume the risk of injury to yourself or others, assume all legal liability related to your party, and agree to indemnify and hold harmless Kevin Van Lierop and all persons and organizations who supported this document/manual. You also agree to obey the law and the directives of any duly-authorized law enforcement officer.

Remember, block parties make better use of the space we already occupy; they are excuses to celebrate with one another and they have the ability to turn strangers into neighbours.

Think smart. Party safely. Have fun!

About Kevin Van Lierop

Kevin Van Lierop is a London-based renaissance man.

Acting largely as a civic builder, flâneur and public intellectual, he creates better places to live though the development of tools, installations, documents & events.

Block Party in a Box was developed in 2013 out of the identified problem that there simply aren't enough street parties happening across cities – that there is a general lack of time, energy, and resources available, and this prevents more parties from happening.

www.kevinvanlierop.com

LET'S PLAN A
BLOCK PARTY

Hi Neighbour,

When was the last time we got together, simply to party?

Interested in having a block party? If so, let's get together to plan one.

CONTACT

_____

_____

blockpartyinabox.com

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blockpartyinabox.com

BLOCK PARTY
SIGN-UP SHEET
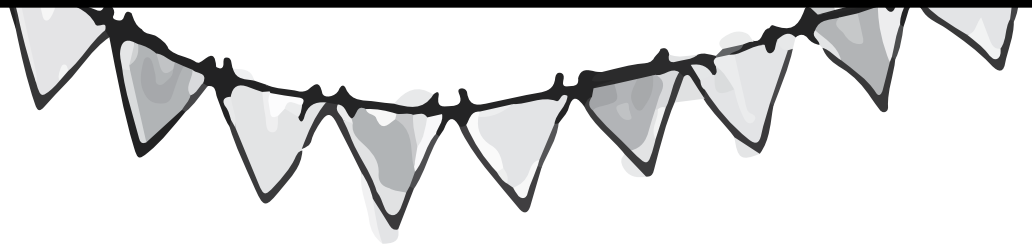
NAME	CONTACT	ADDRESS	FOOD/MATERIALS/ACTIVITY/OTHER

BLOCK PARTY

DATE

_____

TIME

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LOCATION

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CONTACT

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PARTY DETAILS

BLOCK PARTY IN A BOX

YOU'RE INVITED TO A
BLOCK PARTY

Hi Neighbour,

When was the last time we got together, simply to party?

We're having a block party and you're invited.

Hope to see you there!

DATE

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TIME

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LOCATION

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WHAT TO BRING

CONTACT

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BLOCK PARTY
PRE-PARTY CHECK LIST

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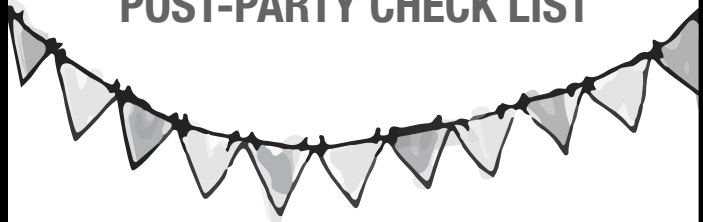☐ _____
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BLOCK PARTY
DAY OF PARTY CHECK LIST

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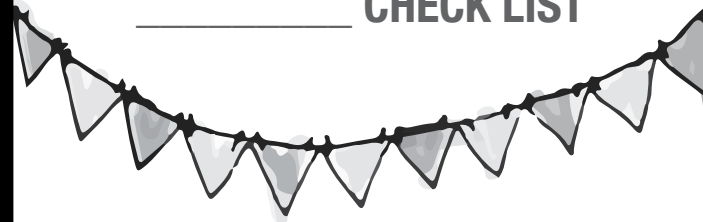☐ _____
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BLOCK PARTY
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BLOCK PARTY
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RECIPE Sweet Lemonade

Time to make: 10 min
Serves: 6 cups

INGREDIENTS

1 cup sugar (reduce to 3/4 cup if desired)
1 cup lemon juice
6 cups cold water

INSTRUCTIONS

01 Make some sweet syrup by heating the sugar and one cup of water in a small saucepan until the sugar dissolves completely.

02 While the sugar is dissolving, extract the juice from 4 to 6 lemons, ideally with a juicer, until you have enough for 1 cup of juice.

03 Add the juice and the sweet syrup to a pitcher. Add the remaining 5 cups of cold water to the desired strength.

04 Refrigerate 30 minutes.

05 Serve with sliced lemons over ice.

RECIPE Three Bean Salad

Time to make: 10 min   **Time to sit:** overnight
Serves: 6 to 8

INGREDIENTS

1 15-oz can cannellini beans   1 Tbsp finely chopped rosemary
1 15-oz can kidney beans   1/3 cup apple cider vinegar
1 15-oz can garbanzo beans   1/3 cup regular sugar
2 celery stalks, chopped fine   1/4 cup olive oil
1/2 red onion, chopped fine   1 1/2 teaspoons salt
1 cup finely chopped parsley   1/4 teaspoon black pepper

INSTRUCTIONS

01 Rinse & drain all of the beans and in a large bowl, mix the beans, celery, onion, parsley and rosemary.

02 In a separate, smaller bowl, whisk together the vinegar, sugar, olive oil, salt, and pepper .

03 Add the dressing to the beans in the larger bowl. Toss the mixture making sure to evenly coat all of the beans.

04 Place the mixture in the refrigerator covered. Leave overnight to allow the beans to soak up the flavour of the dressing.

RECIPE Grilled Corn

Time to make: 15 min   **Time to cook:** 15 min
Serves: many

INGREDIENTS

Fresh ears of corn   Butter
Olive oil   Salt and pepper

NOTE: Quantities for the above will vary depending on the amount of corn you use.

INSTRUCTIONS

01 Remove all husks and silk from corn.

02 Brush each cob with butter or oil.

03 Place cobs directly over heat on a medium-hot BBQ grill.

04 Rotate when dark spots appear and kernels deepen in colour (about 2 to 3 minutes) and until ears are uniformly cooked (typically 10 to 12 minutes).

05 Serve with pepper and salt.

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RECIPE Soda Cracker Dessert

Time to make: 10 min   **Time to set:** overnight
Time to set: 60 min   **Serves:** many

INGREDIENTS

40 large soda crackers
1 cup butter or margarine
1 cup brown sugar (well packed)
2 cups butterscotch or semi-sweet chocolate chips
1 cup finely chopped nuts (optional)

NOTE: We suggest only adding nuts, if you are 100% certain that no participants have allergies to nuts.

INSTRUCTIONS

01 Preheat oven to 350 °F.

02 Line a 15" x 10" pan (with sides) with foil. Grease lightly, and then line the entire pan with crackers.

03 Boil the butter/margarine and brown sugar for 3 minutes, stirring constantly. Do not over boil!

04 Pour this mixture over the crackers.

05 Bake for 5 minutes then remove from oven.

06 Sprinkle chosen chips over the baked mixture and let them soften so they can be evenly spread.

07 Sprinkle nuts on top (optional).

08 Place in refrigerator for 1 hour and then break apart into bit-sized pieces.

09 Store in the refrigerator until ready to consume.

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DO-IT-YOURSELF BUNTING

01 Print out all flags with letters, and as many blank flags as you would like.

02 Colour and decorate each flag.

03 Cut out each flag along the solid lines.

04 Fold flag along the dotted lines.

05 Tape fold down, leaving both ends open.

06 Assemble flags to spell 'BLOCK PARTY', with a blank flag between the two words.

07 Feed a thick string through the fold of each flag, leaving extra string at each end.

08 Tie the ends of the strings to two objects.

FOLD

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L

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blockpartyinabox.com
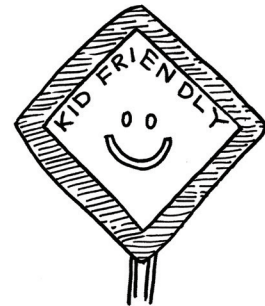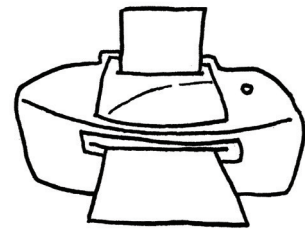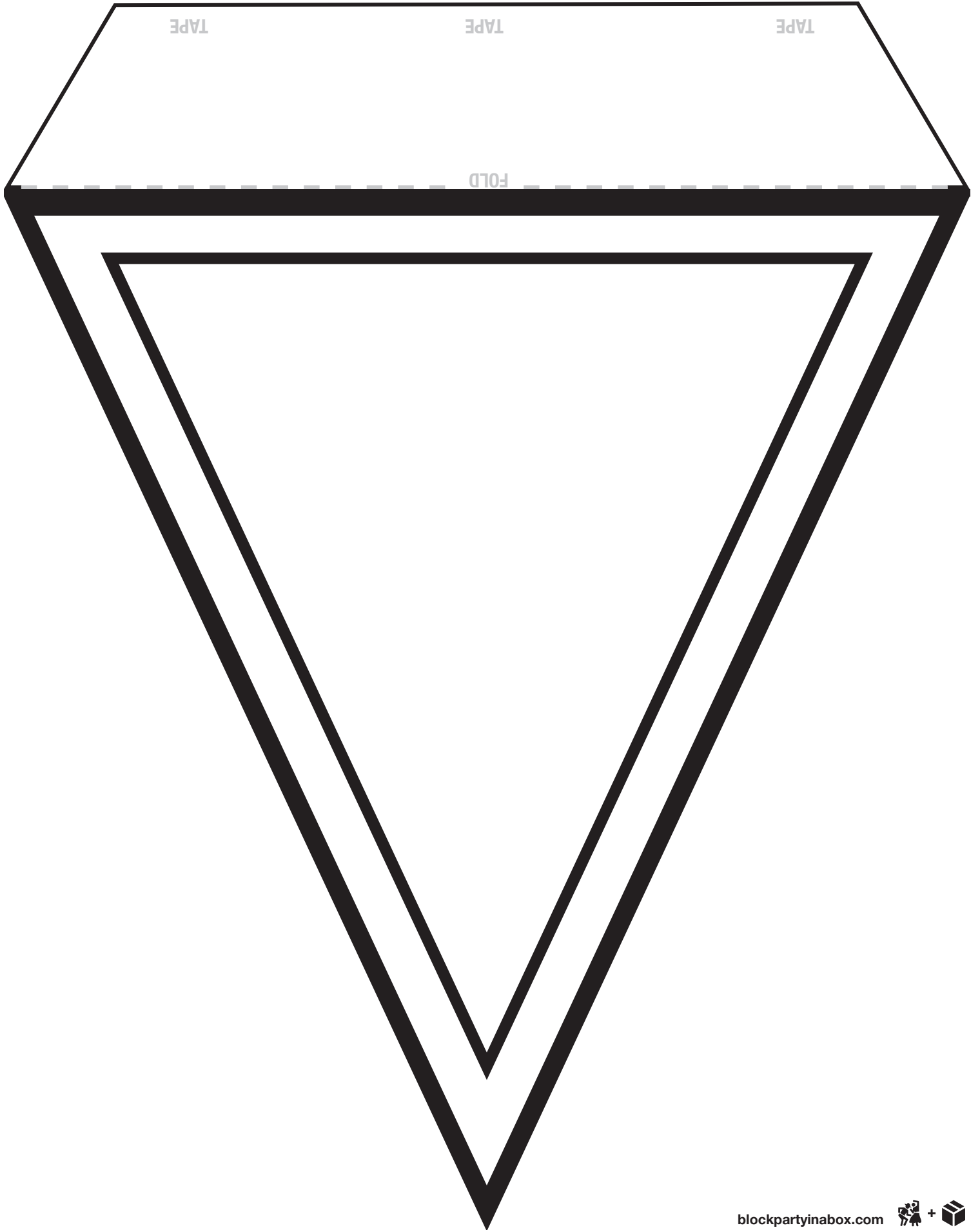
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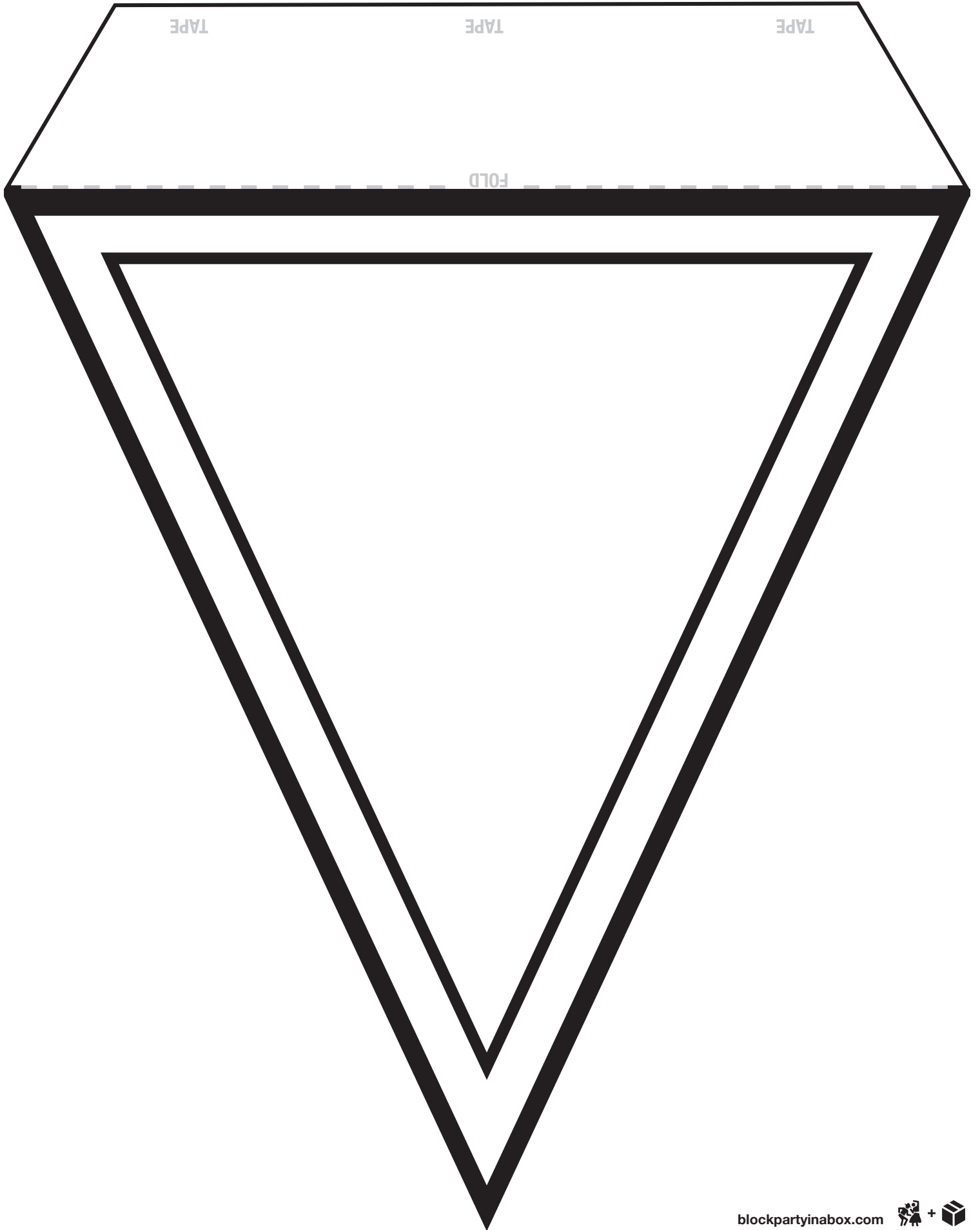
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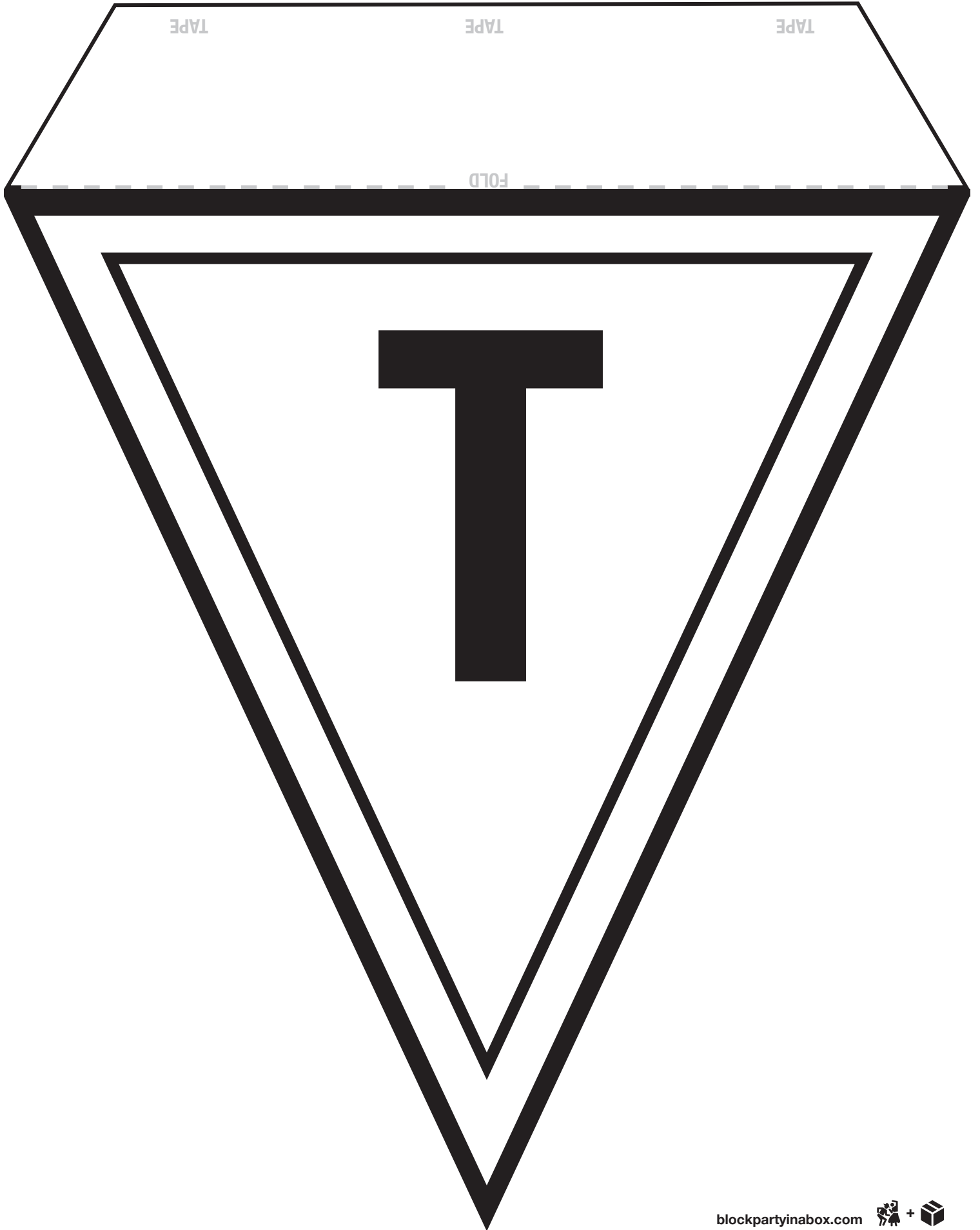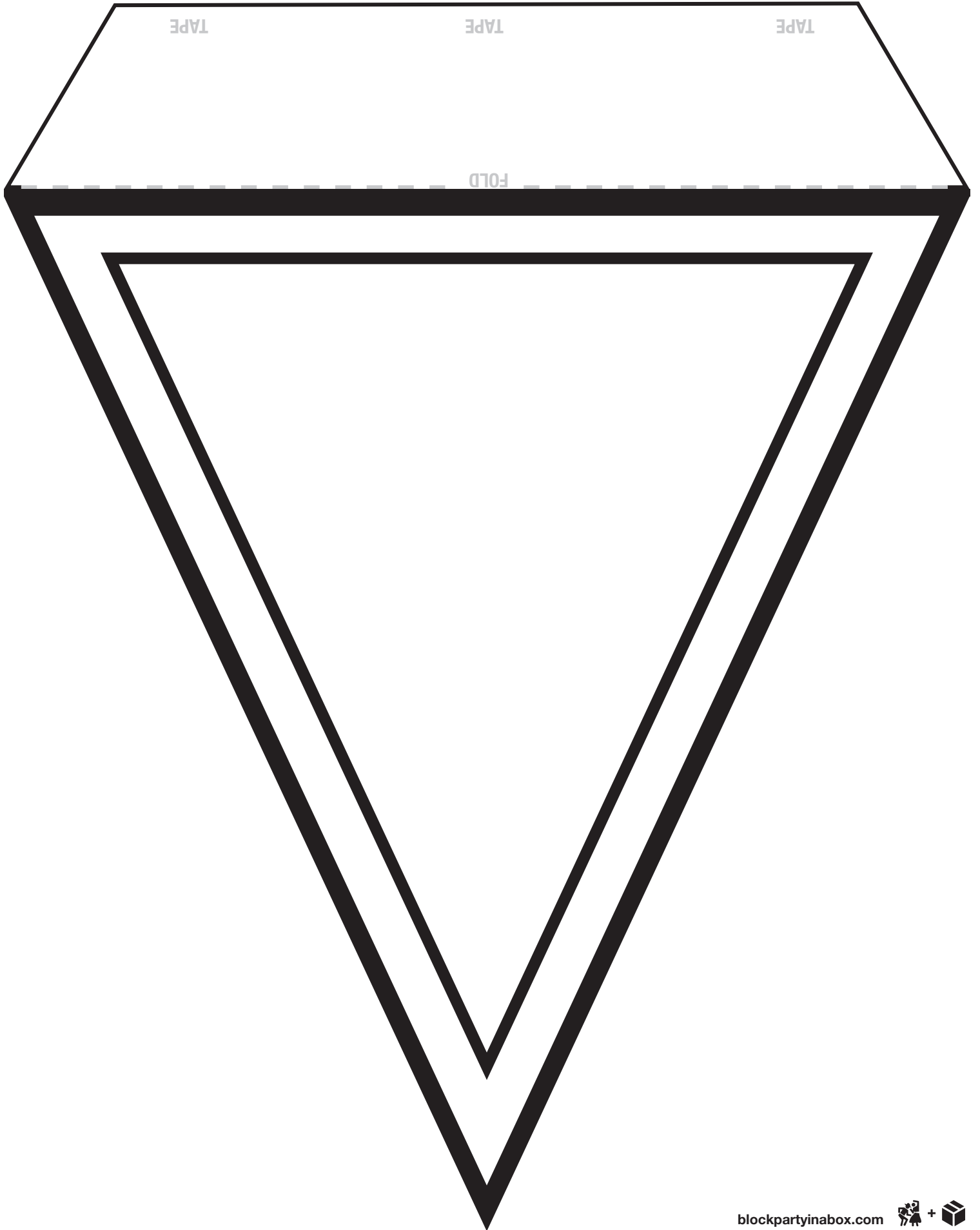
BLOCK PARTY

SCHEDULE

The party starts at _____

ACTIVITY   **TIME**

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

The party ends at _____

Hi Neighbour

my name is

☐ I enjoy   ☐ I know about   ☐ I am

blockpartyinabox.com

Hi Neighbour

my name is

☐ I enjoy   ☐ I know about   ☐ I am

blockpartyinabox.com

Hi Neighbour

my name is

☐ I enjoy   ☐ I know about   ☐ I am

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Hi Neighbour

my name is

☐ I enjoy   ☐ I know about   ☐ I am

blockpartyinabox.com

BLOCK PARTY DRAW TICKETS

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NAME

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PHONE (HOME/CELL)

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EMAIL

blockpartyinabox.com

BLOCK PARTY DRAW TICKETS

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BLOCK PARTY DRAW TICKETS

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BLOCK PARTY DRAW TICKETS

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BLOCK PARTY DRAW TICKETS

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PHONE (HOME/CELL)

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EMAIL

blockpartyinabox.com

GAME Egg Toss

- eggs (uncooked)
- bucket of warm water with soap
- towels

INSTRUCTIONS

01 Have participants pair up to form teams of 2.
02 Split the entire group of players into two rows, with team mates facing each other.
03 Have the rows standing about 4 feet away from one another.
04 Hand everyone in one row an egg.
05 Starting at one end of the row, have participants toss their egg to their partner.
06 If a partner breaks the egg his/her team is eliminated. Any players who caught their egg successfully take a step back.
07 Repeat steps 5 & 6 until all but one team is eliminated. They are the winner.
08 Have eliminated participants clean up with the water, soap & towels.

blockpartyinabox.com

GAME Balloon Toss

MATERIALS
small balloons filled with water (up to 80% of their capacity)

INSTRUCTIONS

01 Have participants pair up to form teams of 2.
02 Split the entire group of players into two rows, with team mates facing each other.
03 Have the rows standing about 4 feet away from one another.
04 Hand everyone in one row a balloon.
05 Starting at one end of the row, have participants toss their balloon to their partner.
06 If a partner breaks the balloon his/her team is eliminated. Any players who caught their balloon successfully take a step back.
07 Repeat steps 5 & 6 until all but one team is eliminated. They are the winner.

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GAME Bottle Bowling

MATERIALS
- 1 light ball, small-medium in size
- 12 (2-litre pop/soda) bottles
- a score sheet of some sort

INSTRUCTIONS

01 Set the bottles up like pins on a hard surface.
02 Mark a point a few metres away from the pins from which the participants will stand.
03 Have a participant roll (not throw) the ball and see how many pins they knock down.
04 Record their score.
05 Reset the pins.
06 Have the participant roll a total of 5 times and record their total score at the end.
07 Repeat for other participants.
08 The participant who knocks over the most pins in five tries is the winner.

Note: For younger players you may choose to let them stand closer to the pins.

blockpartyinabox.com

GAME Three-Legged Race

MATERIALS
- scarves, cotton rope or bandanas
- a grassed area

INSTRUCTIONS

01 Mark a starting line and finish line with something readily available.
02 Have participants divide up into pairs. People of even height work best, or child/parent teams.
03 Tie one of each pair's ankles with a scarf, cotton rope or bandana. Tie right leg to left leg so that the pairs are facing the same way.
04 Make sure there isn't anything hanging down to trip the team and don't tie it too tight.
05 Have everyone line up at the starting line.
06 Tell the teams that they must stay tied together and that they must use all 'three' legs. No funny business/cheating.
07 Signal the start of the race. First team to cross the finish line is the winning team.

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BEST NEIGHBOUR

+

PARTICIPANT

+

+

THANK YOU

THANK YOU for making our block party a success!

It was great to turn so many strangers into neighbours. I hope we can all get together more often, and party again. **Let's stay connected!**

CONTACT

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HOW TO PLAN A BLOCK PARTY

The process of trying to plan a block party can be an onerous one. There are lots of things to take care of and when time and energy aren't in abundance there often isn't an opportunity to plan a party when one might be needed most. We've taken care of the mundane and time-consuming work required to plan a block party, leaving you with more time to enjoy the company of your neighbours.

01 A block party can take on many different forms. The first step in planning a successful block party is deciding on the scale of the party you wish to throw.

02 It's essential that you seek input from your neighbours during the early planning stages. Ongoing, concise communication is a vital component of every successful block party.

05 You'll need to have some pre-planned activities for the children (and young-at-heart adults) in attendance, to help keep everyone engaged and entertained.
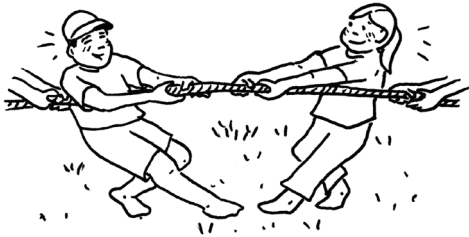
04 Lots of "fun" food and desserts will make your hungry neighbours glad they came.

03 You don't need to drain your bank account to make your block party a success. Great block parties can be surprisingly inexpensive.

06 If you need equipment, ask your local community/resource centre, churches, or even funeral homes if they can help. Often times these sources are more than happy to offer what they can.

07 It should go without saying but we'll say it anyway: when planning your block party, safety should be your first priority (with fun being a close second).

08 After spending lots of time and energy preparing your block party, be sure to take some time to enjoy it. You deserve it!
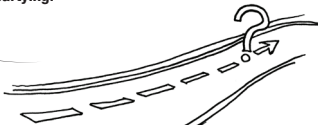
10 If you would like additional resources to help plan and execute your own block party we've come up with a package for you to use...

09 Allot some time for efficient and effective wrapping up at the end of the day; you'll find that down the road you'll spend less time asking questions and more time partying.

Block Party in a Box is a resource kit that includes a manual with step-by-step "how-to" information, and a collection of printable resources to help you plan and execute a successful block party without breaking a sweat!

Download today at
blockpartyinabox.com

BLOCK PARTY

DATE

_____

TIME

_____

LOCATION

_____

_____

CONTACT

_____

PARTY DETAILS

BLOCK PARTY IN A BOX