

BLOCK PARTIES 101

Block parties are fun for everyone and promote solidarity between neighbors!

Coordination

- *It's important to coordinate with your co-captain(s) to avoid duplication of efforts and to make the most of resources. Dividing up tasks makes the endeavor more enjoyable, too!*

Permits

- *A permit from the city is required to close off streets for residential block parties. The fee is \$20 and permits must be submitted at least 30 days in advance. If the neighborhood association does not pay for the permit, block captains might consider having a donation box at the party with a sign asking attendees to chip in a dollar or two to reimburse for the cost of the permit and/or other supplies.*

Access the permit form which lists all requirements at: <https://www.stlouis-mo.gov/government/departments/street/documents/upload/Block-Party-App-fillable-510-230.pdf>

Flyers

Initial Informational Announcement

- *Create a flyer announcing the block party to residents. This can be as elaborate or simple as you would like. Full- or half-page flyers in color are nice but not necessary. Just remember to include all the pertinent information: Who, What, When, Where. If your party will be potluck, ask residents to bring a dish to share and remind them to bring a chair.*

Copying your flyer:

- *It is convenient to make copies at a local copy store but of course, these are not free.*
- *You may also consider emailing your flyer to residents whose email addresses you have.*
- *Any St. Louis Public Library card holder is entitled to 200 (total) free black-and-white prints per month from any branch. The total number of prints you make, regardless of branch, is tracked using your library card number.*

*Note that these are free **print-outs** and not true copies, meaning that you cannot just bring in a document for copying.*

Mobile Printing:

- *Send an email to mobileprint@slpl.org*
- *You should receive an email registration request from mobileprint@slpl.org (Unless you are already registered).*

- Click on the link within the email to connect with the registration page.
- Use your username and password:
 - Username = 10-digit Library card number
 - Password = 4-digit PIN
- Select Logon
- The Mobile Print – Web Upload Page will appear. You can view jobs that you have uploaded for printing. (If you sent a job during registration, you may need to resend it.)
- When you are ready to print, you may go to any St. Louis Public Library branch (except Charing Cross and Marketplace). Check with the branch staff to ensure which Print Release Station (PRS) is configured for Mobile Print.
 - The body of the email will show on the PRS as a print job.
 - Attachments will be considered print jobs.

Reminder flyers (street closure)

- Be sure to flyer (or email) the block a day or so before the festivities to remind neighbors about the street closure. If you take your permit to the police department, they will give you street closure signs that you can attach along the block. Be sure to remove them after the party.

Activities

Get to know your neighbors with Block Party Bingo

- Any icebreaker-type game will serve as a fun way for neighbors to meet each other. The customizable "Block Party Bingo" game is available in the Dropbox.

Resident Awards: Newest and longest on block

- Find out who wins these categories by asking residents to complete a form and deposit it in the fish bowl or basket that you have prepared for this purpose. These forms are in the Dropbox for you to print and cut apart.

Kids' activities: Chalk art; fire engine visit

- If you have kids on your block, make sure to have some fun activities for them. Supply chalk for sidewalk art, bubbles, etc.
- St. Louis Fire Department will provide a fire truck! To request one, send an email to Captain Redmond at stlfd_peo@stlouis-mo.gov at least seven days in advance with the date and time of the event, name of the organization, e.g., "4100 Hartford Block Party," street address, and estimated number of attendees. Provide your complete contact information and request a confirmation.

Prizes

- *Prizes for games can be dollar store items or a bouquet of flowers, herbs or produce from your garden; coupons for an hour's lesson to share your expertise; dinner invitations, etc.*

Food

- *Most block parties are potluck affairs because it can get complicated to accommodate everyone's dietary preferences, but if you and your co-captains are so inclined, you might prepare various casserole dishes or set up a barbecue and designate a griller. Don't forget to furnish napkins and serve ware. Supply disposable eating utensils or ask everyone to bring their own. Remember trash and recycling receptacles!*

Name tags

- *These are great reminders in case you've forgotten the name of the neighbor you just met! Remember to have a couple of markers available, too. Name tags are necessary to identify the Block Captains if you play the Block Party Bingo game.*

Resources

- *There are thousands of terrific ideas available on the internet. Googling "neighborhood block party" will result in tons of excellent suggestions in planning and implementing your event.*

Other

- *All of this information plus customizable forms and documents will be available in the Dropbox.*
- *Remember to have FUN and don't get too bogged down with over-organizing! Parties rarely go exactly as planned and often turn out even better because of it! You'll learn what worked and what didn't and you'll be able to plan next year's party accordingly.*