**PLANNING A BLOCK PARTY: HELPFUL HINTS**

* Ask for volunteers to help organize, publicize, set up and clean up.
* Pick and date/rain date, time (start and finish) and convenient location.
* Apply for a permit from the City of Kettering Engineering Department 937-296-2436 at least two weeks in advance.
* Decide on the food – picnic, potluck, barbeque, catered . . . This will help determine what you will ask people to bring. In addition to food and/or monetary donations, you may need items such as tables, chairs, blankets, trash and recycling containers, coolers, ice, grills, paper products, water/pop, games and music.
* Advertise/publicize the block party on neighborhood group emails or social media. Deliver or mail fliers with contact information and ask that people RSVP.
* Provide name tags so neighbors can get to know each other.
* Consider the distance from homes for access to restrooms or, for large parties, whether port-a-potties should be rented.
* Make sure that the area has been cleaned up when the party is over.
* Consider asking the neighbors in attendance for ideas for next year or feedback on how to improve the block party for the future.
* RELAX AND HAVE FUN!!!!