

# **RICHMOND** **NEIGHBOURHOOD** **BLOCK PARTY** **PROGRAM**

## **PLANNING GUIDE**

How to Plan, Checklist and Party Ideas!



For more information:  
[richmond.ca/BlockParty](http://richmond.ca/BlockParty)



## INTRODUCTION

The Richmond Neighbourhood Block Party Program is designed to support neighbourhood groups to connect, create a sense of community and enhance safety and awareness in neighbourhoods. Block parties can take place in a variety of spaces, including parks, on local streets or private properties.

## NEIGHBOURHOOD BLOCK PARTY PLANNING CHECKLIST

- **2 months before your event:**
  - ❑ Gather a few neighbours to form a Planning Committee and start planning your block party
  - ❑ Submit your **Neighbourhood Block Party Program Application** online to the City of Richmond
  - ❑ If you are applying for a temporary road closure: discuss your block party idea with residents in your neighbourhood and ask them to sign the **Neighbourhood Road Closure Permission Form 2024** (found at [richmond.ca/BlockParty](http://richmond.ca/BlockParty))
- **2 – 4 weeks before your event:**
  - ❑ Receive approval from City of Richmond for Block Party request no later than two weeks prior to your event.
  - ❑ Send out invitations for your block party and collect RSVPs.
  - ❑ Start planning activities for the party and purchasing any materials needed for the activities.
  - ❑ Arrange for equipment and supplies. These may include: tables, chairs, tents, BBQs, coolers, ice and water.
  - ❑ Create a site safety plan – emergency vehicle access, fire extinguisher, first aid kit, barricades, cones, road closure signage, etc.
  - ❑ Arrange for proper waste management (garbage, recycling and compost bins).
- **1 week before your event:**
  - ❑ If the City of Richmond granted an approval for a temporary road closure, send an email or distribute flyers about the temporary road closure on your street to remind residents to move their cars before the party (if applicable).
  - ❑ Meet with your Planning Committee to discuss what has been done to date and what still needs to be done before the event.
- **1 day before your event:**
  - ❑ Send an email to your neighbours to remind them about the upcoming temporary road closure (if applicable).
- **On the day of your event:**
  - ❑ Set up the various areas of your party: seating, food preparation, activities, waste management, etc.
  - ❑ Set up a sign-in station where attendees can check-in and make a name tag.
  - ❑ After everyone has arrived, welcome them to the party and introduce the day's activities.
  - ❑ Mingle, eat, share a laugh and have lots of fun!
- **Clean-Up:**
  - ❑ Ensure clean-up is completed and that your garbage, recycling and compost bins have been returned to the proper places.
  - ❑ Remove and recycle any signage that was posted around your neighbourhood.
- **After your event:**
  - ❑ Complete your summary report. Submit this form to the City of Richmond **within 2 weeks** of your block party date.



## BLOCK PARTY ACTIVITY IDEAS

There are so many fun and easy activities that you can do with your neighbours at your upcoming block party. Check out some of the ideas below for inspiration.

### EXPLORE

Go on an adventure to explore your neighbourhood with a Scavenger Hunt. There are lots of great pre-set scavenger hunt item lists online, or collaborate with your neighbours to design a list that is unique to your neighbourhood!

### CONNECT

Get to know your fellow neighbours by playing a Ball Toss Icebreaker game. This activity is really simple to prepare and can be played anywhere – the only materials you need are a beach ball and a permanent marker. To prepare this activity, gather some of your neighbours together to come up with fun get-to-know-you questions to write onto each section of the beach ball. When you are ready to play, have the participants stand in a circle, then explain that the activity involves answering the question that is facing you when you catch the beach ball, then tossing the ball to another person in the circle.

### CREATE

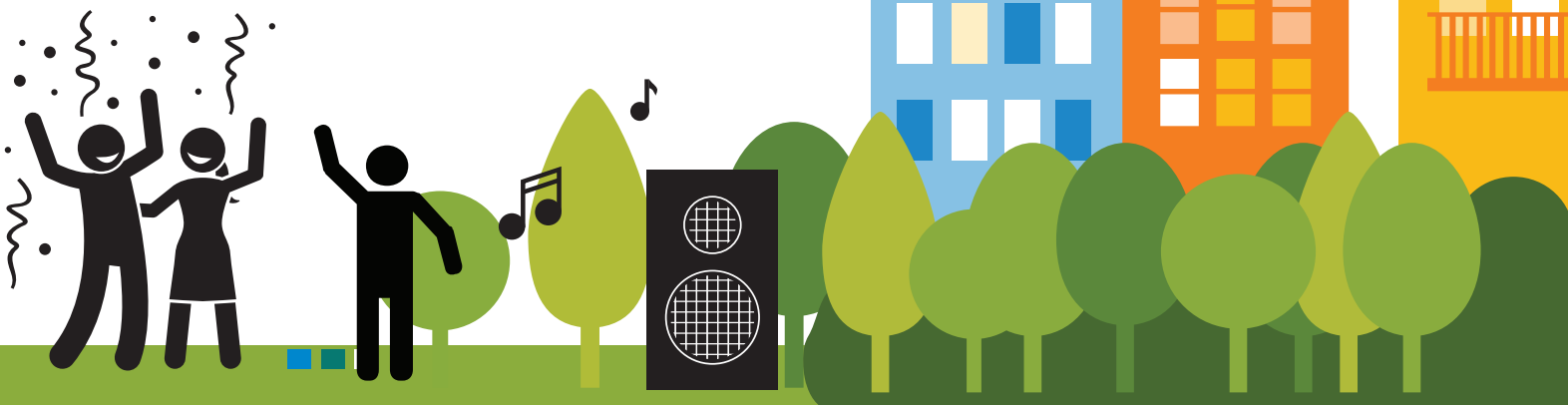
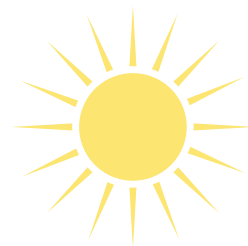
Whether you're a professional artist or it's your first time holding a paint brush, everyone can have fun doing a Painting activity – have participants paint on individual canvases, decorate some rocks or even try out finger painting!

### JUMP

All you need is some chalk and a section of open space within your block party's road closure area (sidewalks and driveways work well for this!) to design your neighbourhood's very own Hopscotch game!

### BUILD

If you would like to introduce an element of friendly competition at your block party, have your neighbours try building some structures with the Cup Challenge! Kids and adults alike will have fun with this one, and you can make the structures as simple or elaborate as you would like, depending on what materials you choose. Some materials to consider (in addition to paper cups, of course!) are wooden popsicle sticks and small pieces of cardboard. You can design different challenges, such as: building the tallest tower, a pyramid-building race, building a bridge, etc.



## NEIGHBOURHOOD BINGO CARD

At your block party, find a neighbour who matches one of the characteristics in the boxes below, and write their name in that box. Get 5 boxes filled in a row (vertical, horizontal or diagonal) for Bingo!

B	I	N	G	O
Is a teacher	Has a dog	Likes chocolate	Plays soccer	Whose birthday month is August
Was not born in Canada	Participates in dance classes	Speaks 2 languages	Enjoys going to the beach	Has a younger sibling
Likes to cook	Has travelled to a different country	<b>RICHMOND NEIGHBOURHOOD BLOCK PARTY PROGRAM</b>	Has visited a community centre in Richmond	Knows how to skate
Is an only child	Volunteers for a charity	Goes to school in Richmond	Enjoys painting	Grows vegetables in their garden
Participates in a team sport	Can play a musical instrument	Takes the bus every week	Has extended family who live in Canada	Can ride a bicycle

## PHYSICAL LITERACY ACTIVITIES

### What is Physical Literacy?

Physical Literacy is the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility for engagement in physical activities for life. (*International Physical Literacy Association*)

### Who is it for?

Everyone benefits from physical literacy! The City of Richmond is targeting children two to 12 years old as these ages are ideal for children to develop fundamental movement skills.

### Why is it Important?

A variety of acquired movement skills lead to an increase in confidence, participation, enjoyment and opportunities to connect and socialize. These skills are the foundation for an active life.

For more information about the City of Richmond's Physical Literacy initiatives and ideas for block parties, visit [richmond.ca/PhysicalLiteracy](http://richmond.ca/PhysicalLiteracy) or send an email to [physicalliteracy@richmond.ca](mailto:physicalliteracy@richmond.ca).

## ARTS AND CRAFTS IDEAS

Encourage your neighbours to channel their inner artist with these accessible, environmentally-conscious and highly-customizable art experiences that can be tried out at your block party. These activities are very simple to prepare as the supplies needed are common household items that you may already have or that can be found at your local dollar store! These activities are designed to be easily adapted to whatever materials you already have on-hand, so we encourage you and your neighbours to get creative with these!



## FESTIVE HAT-MAKING

### Suggested Materials

- 1 empty ice cream bucket (or any similar-sized container/bowl with a circular base)
- Tape
- Large pieces of paper cut into squares – newspapers and wrapping paper work particularly well
- Decorative materials of your choice (paint, ribbon, stickers, etc.)

### Steps

1. Tape the bucket face-down onto a hard surface such as a table.
2. Drape a large piece of paper over the bucket, then wrap tape around the bottom edge of the bucket (this helps to create the rounded shape of the hat).
3. Lift up the piece of paper from the bucket, and you now have a hat!
4. Depending on what style of hat you want, you may wish to trim the edges of the paper so that the brim of the hat isn't as wide. You can also roll up the entire brim to create a top hat just like the purple one shown in the photo on the right.
5. Decorate your hat!

## POP-UP FLOWERS

### Suggested Materials

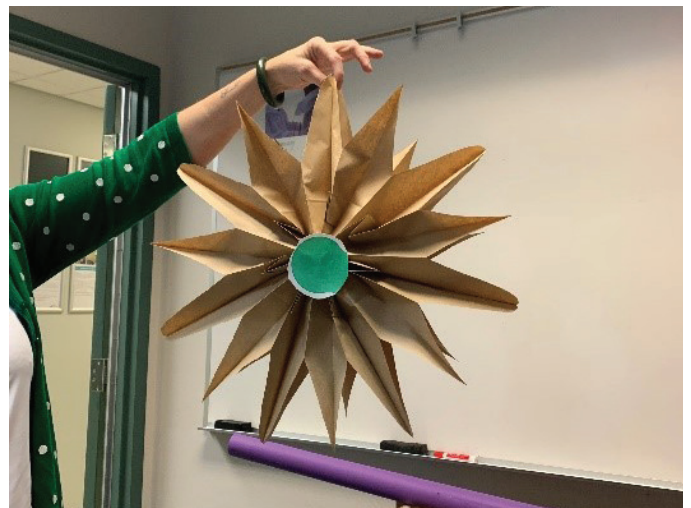
- Multi-coloured / brown paper bags – you will need 7 bags per flower
- Coloured paper / wrapping paper
- Glue sticks
- Stapler
- Scissors
- Hole-puncher
- String
- Decorative materials of your choice (paint, ribbon, stickers, etc.)

### Steps

1. Set aside 7 paper bags and stack them so that the bags' openings are all on the same side of the stack.
2. Glue the bags on top of each other with the bag openings facing the same way. The easiest way to do this is by applying glue on one side of each bag and then sticking the "glued" side of one bag to the "dry" side of another bag.
3. Take your stack of paper bags and cut the top corners into curved edges to form the petal shapes for your flower. Do not cut the corners at the bottom of the bag.
4. Hold the top bag with your left hand and the bottom bag with your right hand, and pull both bags towards each other – this will create your flower! Next, glue or staple both bags together.
5. Cut out 2 small circles from the coloured paper – these will be the centers of your flower.
6. Glue the circles onto both sides of your flower, and then decorate your flower.
7. Poke a small hole into one of the "petals" of your flower, and thread a piece of string through it so that you can hang your flower up as a decorative piece.



Step 3: Cut the petal shape for your flower.



Step 6: Glue circles onto the center of your flower.



## CONTACT INFORMATION

If you have any questions about the Richmond Neighbourhood Block Party Program or about how to host a neighbourhood block party, email [BlockParty@richmond.ca](mailto:BlockParty@richmond.ca).

