



First Tuesday in August

## **City of Corcoran: Block Party Planning Steps**

- Poll your neighbors to gauge their interest in having a *Night to Unite!* Block Party.
- Have a planning meeting to discuss party plan
  - Designate time, location, theme(if desired)
  - Set menu or assign potluck items (if food is desired)
  - Plan activities for all ages (see party activity idea document for inspiration)
  - Delegate tasks (see planning chart document)
- Register party with the city
- Create Invitation/flyer (template available on Corcoran website)
- Distribute flyers to neighborhood
- Ask for donations from area businesses for door prizes. Corcoran Police Department will provide package with coupons, prizes, and gifts but parties are welcome to seek out additional resources.
- If your party will take place in the street, contact public works to request barricades to divert traffic
- Keep in contact with party planners to be sure tasks are being completed
- Pick up your party packet from Corcoran Police Department
- Be sure your party site is safe for all ages and that necessary barricades are in place
- Enjoy the party and before it ends, collect contact information from neighbors and appoint next year's organizers or committee
- Submit photos from the event to the photo contest

## **City of Corcoran: Block Party Planning Tips**

- Name tags are very helpful
- Take lots of photos and enter the photo contest (see document)
- Have someone bring a portable stereo for music and maybe dancing in the evening
- Distribute invitations in person to make connections and gain support
- Sign up community members to bring portable grills, seating, tables etc.
- Consider collecting nonperishable food items, personal hygiene items, or school supplies to donate