

How to Guide

B L O C K P A R T Y



For new neighbors and long time residents – Block Parties are a great way to get to know your neighbors, make friends, build community spirit, and enjoy a fun summer day!

QUICK STEPS TO GET STARTED:

- 1 Gather a small group (3-5) of people to help organize.
- 2 Select a date and time. Check the village website to avoid community events and major holidays.
- 3 Review the Village’s Guidelines and complete the Application and Petition at www.vniles.com.
- 4 Gather signatures from neighbors and collect email addresses for those who want to participate and help out.
- 5 Submit to the Village of Niles for approval.

We recommend starting at least 6-8 weeks in advance.

5 EASY STEPS TO PLANNING:

Assign a Task to Each Volunteer:

PROMOTE THE PARTY Distribute a Save the Date flyer and use emails to keep people informed and engaged on the planning and activities.

FOOD & MENU Set up a pot luck and manage food tables. Don’t forget the ice!

GAMES Plan for kids and adults so there is fun for all ages.

SET UP & CLEAN UP Make it a group effort but have a point person. Have plenty of trash bags and recycle bins available.

ENTERTAINMENT Consider music, bike races, volleyball, bag toss, water balloon toss.



BOOST THE FUN FACTOR:

Enjoy a **VISIT FROM MAYOR** Andrew Przybylo

Kids will love a visit from the Niles Police Department **OFFICER FRIENDLY** and the K-9 German Shepherd "Ace".

Kids and adults can check out the Niles **FIRE TRUCK** that can stop by for an hour or two.

Have a friendly competition with **SPORTS EQUIPMENT** from the Niles Park District.

The Village can supply a large **CHARCOAL GRILL**, party tents, folding tables and chairs for no charge.

Have **STORYTIME** or a **CRAFT PROJECT** provided by the Niles-Maine District Library

Local businesses can donate gift cards, **SPECIAL OFFERS** or goodies (water bottles, pens, sunscreen, etc.)

WE CAN HELP!

For no charge, the Village will supply:

A large charcoal grill, party tents, folding tables and chairs. Public Works will deliver and set-up the day of the party and pick up the following Monday.



SO WHAT HAPPENS NEXT?

Upon approval of your application, you will receive a confirmation letter with details on how to arrange for village services and assistance.

For assistance please call (847) 588-8005 or email kds@vniles.com

BLOCK PARTY