

NEIGHBOURHOOD CELEBRATION & BLOCK PARTY PLANNING GUIDE

Your how-to guide for bringing neighbours together
on your street or across your whole neighbourhood

*Celebrating 10 years of
Neighbour Day in Lethbridge!*

2015-2025



Prepared by



LEAGUE OF YQL NEIGHBOURHOODS

Neighbourhood Celebration & Block Party Planning Guide

A Handy How-To Guide

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WELCOME TO THE CELEBRATION

Strong neighbourhoods are built on connection, creativity, and shared experiences. Whether you're organizing a small street gathering or a large neighbourhood-wide festival, events like these help foster belonging and well-being that last long after the day is done.

This guide is here to support you through the process—from first idea to final cleanup. Inside, you'll find tips, timelines, planning tools, activity suggestions, and sample templates. Whether you're a first-time organizer or an experienced neighbourhood connector, you'll find what you need to bring people together and build something great.



Neighbourhood Celebration
& Block Party Planning Guide

TYPES OF GATHERINGS

Neighbourhood celebrations and block parties can take many forms. What they all share is a focus on connection, inclusion, and community-building.

Common Types of Gatherings:

Type	Description	Great For
Mini Meetups	Informal gatherings between a few households or units	First-time planners, casual events
Block Parties	Street or cul-de-sac events, often with food, games, and family-friendly fun	Strengthening neighbour-to-neighbour ties
Neighbourhood Celebrations	Larger events held in public spaces, welcoming the whole neighbourhood	Annual celebrations, community projects

Whether you're planning for 10 people or 300, your event matters.



TOP 10 REASONS TO CELEBRATE

1

To have fun

Celebration is a reason in itself

6

To build a supportive network

Discover who might need help—or can offer it

2

To strengthen a sense of belonging

Connected communities thrive

7

To encourage community pride

People care more when they feel connected

3

To get to know your neighbours

Knowing who lives nearby builds trust

8

To increase neighbourhood safety

Familiarity helps in emergencies and day-to-day life

4

To start new friendships

Great neighbours often start as strangers

9

To create space for collaboration

Events can spark shared projects

5

To celebrate community diversity

Everyone brings something to the table

10

To honour neighbourhood history

Learn from long-time residents

As neighbours connect, communities become more engaged, inclusive, and resilient.

GETTING STARTED

Planning a neighbourhood celebration might sound overwhelming, especially if it's your first time—but don't worry. Start small, invite others to help, and use this guide to walk you through it. Whether you're organizing a simple potluck or a full-scale festival, the key is collaboration and communication.



1. Form a Planning Group

No one should plan a neighbourhood event alone. A small team of 2–6 neighbours can share tasks, generate ideas, and help build momentum.

- Invite neighbours who are enthusiastic, organized, or just curious to get involved.
- Create roles based on interest or availability: communications, food, permits, games, setup, and more.
- Make it fun! Hold your first meeting over coffee or snacks. Use the Planning Checklist in the Tools & Templates section to guide your meeting.

2. Gauge Interest

Before diving into details, check if there's community support for your idea.

- Talk to neighbours informally, post in online groups, or use a flyer and drop-off form.
- Ask about interest levels, preferred dates, food ideas, or talents people want to share.
- Use the Sample Questionnaire in the Tools & Templates to gather input from your block or neighbourhood.

3. Pick a Date & Time

Choose a day that works for most people and allows enough prep time.

- Weekends or holidays tend to work best, especially May and September.
- Check for conflicts with other community events. There are various websites that offer event calendars.
- Set a time frame that works for your audience (e.g., 11am–8pm for family-friendly events).
- Always plan a backup date in case of bad weather or booking conflicts.

4. Define Your Scope

Be clear on what kind of event you're planning and who it's for.

- Is it a small street party? A multi-block gathering? A neighbourhood-wide celebration?
- Use natural boundaries (like streets or alleys) and clarify if guests outside the area are welcome.
- Clearly communicate expectations in your invitations (e.g., what to bring, if kids or pets are invited, etc.)

5. Consider the Logistics

Get ahead of common event needs and challenges:

- **Budget:** Will you use donations, apply for grants, or ask for sponsorships? Keep it low-cost and shared where possible.
- **Volunteers:** Ask neighbours to take on simple roles—setup, cleanup, activity stations, etc.
- **Accessibility:** Ensure paths are navigable, activities are adaptable, and seating is available.
- **Safety:** Have a basic first aid kit, designate emergency contacts, and consider a safety lead.
- **Communication:** Use flyers, group chats, or neighbourhood apps to keep everyone in the loop.
- **Documentation:** Take notes and photos so next year's planning is even easier!

PLANNING FORMATS: CHOOSE WHAT WORKS FOR YOU

There's no one right way to bring your neighbours together. Your event might be simple or elaborate—what matters most is that it feels welcoming and reflects your community's character.

Event Format Options:

- **Bring Your Own Picnic:** Each household brings their own meal and drinks. This is the simplest and most flexible format, requiring little coordination.
- **Potluck:** Every household contributes a dish to share with others, encouraging food sharing and conversation. Works best when you assign categories (e.g., appetizers, mains, desserts).
- **Barbecue:** Organizers provide a grill or two, and participants either bring their own items to cook or contribute to shared food. Great for centralizing the food experience.
- **Activity-Based Gathering:** Instead of centering on food, the focus is on games, arts, entertainment, cultural sharing, or neighbourhood projects (e.g., mural painting, garden planting)—although food can always still be an option.

Each format can scale to suit a mini-meetup or neighbourhood-wide festival. Consider your team's capacity, available space, budget, and goals.



ACTIVITIES FOR ALL AGES

Neighbourhood celebrations are about more than games—they create shared moments, spark conversations, and build new connections. The right mix of activities helps people feel welcome and encourages them to stay, participate, and contribute.

Offer something for everyone: meals, music, games, or quiet corners. Plan for all ages and abilities, and include intergenerational and cultural elements when you can.

Encourage neighbours to share their talents—you might uncover a hidden musician, artist, or storyteller just down the street!

Popular Ideas:

- Lawn games: bean bag toss, relay races, ladder ball
- Sidewalk chalk art or fence painting stations
- Scavenger hunts or neighbourhood bingo
- Live music, karaoke, or talent shows
- Storytelling, open mic, or poetry corner
- Bike or pet parades
- Face painting, balloon animals
- Water games, sprinklers, or wading pools
- Community group displays or activity booths
- Bouncy castles or inflatable obstacle courses (with vendor insurance)
- Walking tours or historical scavenger hunts
- Driveway or backyard movie night
- Garden tours or plant swap tables
- Lemonade stand or popsicle cart
- Community cleanup day



Creative Connection Activities:

- Get-to-know-you games that encourage introductions and stories
- House-matching game: match neighbours to their homes with clues or trivia
- Cultural food sharing or recipe card exchanges
- Art walls or collaborative murals featuring community input

Seasonal Additions:

Fall:

- Pumpkin decorating and fall crafts
- Warm cider or apple tasting stations
- Storytelling around fire pits (with permits)
- Costume parades or spooky scavenger hunts
- Harvest-themed potluck or pie tasting



Winter:

- Snowman or snow fort competitions
- Ice sculpture or snow-painting activities
- Hot chocolate bar and fire pit (in parks with permits)
- Skating party, mini hockey game, or snowshoe walk
- Indoor craft or game night in a community space
- Book exchange or cozy storytime for all ages
- Holiday light decorating contest
- Neighbourhood holiday lights walking tour



Encourage people to share their talents. You may just discover hidden musicians, dancers, artists, or storytellers right next door!

Looking for fun equipment or supplies to borrow?

Visit the Lethbridge Public Library's Library of Things to explore lawn games, musical instruments, hobby gear, and more:

www.lethlib.ca/browse/library-of-things

CHOOSING A LOCATION

Selecting the right location depends on your event size, activities planned, accessibility needs, and available resources.

Options Include:

- **Public Spaces:** parks, greenspaces, alleys, or closed streets (requires a permit).
- **Private Spaces:** front or backyards, driveways, garages, community common areas.
- **Community Facilities:** community halls, schools, church basements (may require booking).



Things to Consider:

- **Event Size:** Larger events need more space for seating, games, or performances.
- **Access & Amenities:** Consider washrooms, shelter from weather, and accessibility for all ages and abilities.
- **Cost:** Public spaces may be free or low-cost, but booking fees can apply.
- **Shared Ownership:** Public spaces often encourage more inclusive participation from the community.

If you're using a public space, you'll need a permit. See the next section for details.

PLANNING SCHEDULE

Hosting a successful event involves planning across five key stages. Whether your event is big or small, these steps will help keep things organized and enjoyable for everyone involved.

Pre-Planning (minimum 10–12 weeks before):

- Recruit a planning team and divide responsibilities.
- Choose a format and date; determine event scope.
- Talk to neighbours and gather feedback (use questionnaire template).
- Identify potential locations and contact the City if permits are needed.
- Check for conflicts with other local events (school, sports, festivals).
- Explore funding options (grants, donations, sponsorships).
- Identify insurance needs (especially for events on public land).

Planning (minimum 6–8 weeks before):

- Book your event space.
- Submit your Event Permit Application (if applicable).
- Design invitations and promotional materials.
- Arrange food (potluck sign-up, BBQ supplies, caterers, etc.).
- Plan activities for all ages, abilities, and seasons.
- Secure tables, tents, chairs, sound equipment, and waste bins.
- Reach out to community partners or vendors (e.g., food trucks, library, performers).
- Ensure emergency access and basic first aid supplies are available.

Promotion & Logistics (minimum 3–5 weeks before):

- Deliver or post invitations around your area.
- Promote online or through neighbourhood groups and social media.
- Confirm permits, rentals, vendors, and volunteers.
- Assign volunteers for key roles (greeters, food setup, activities, clean-up, safety contact).
- Create a basic run-of-show or event schedule.
- Arrange signage for waste, info tables, and activity stations.
- Test or confirm any tech needs (microphones, speakers, extension cords).

Event Day:

- Arrive early for setup.
- Do a safety and accessibility check before guests arrive.
- Set up a welcome station with name tags and sign-in sheets.
- Greet guests and help them feel comfortable.
- Make announcements, lead games, and highlight local talent.
- Have a designated "go-to" person for event support.
- Capture photos or quotes for future promotion.
- Ensure waste is managed throughout the day.
- Stay flexible—some of the best moments are unplanned!

After the Event:

- Tidy up and return borrowed items.
- Recycle or compost waste where possible.
- Thank volunteers and neighbours who participated.
- Share photos or a thank-you message online or in local chats.
- Debrief with your planning team: what worked, what could be improved?
- Invite attendee feedback with a short evaluation form.
- Keep the momentum going—plan a follow-up event or seasonal gathering.

You'll find helpful templates and tools in the final section of this guide.

PERMITS: CITY OF LETHBRIDGE REQUIREMENTS

If your event will take place on City of Lethbridge property (e.g. streets, parks, or greenspaces), a permit is required and must be submitted through Recreation & Culture.

Application Information:

- **Phone:** 311
- **Email:** leisure@lethbridge.ca
- **Website:** www.lethbridge.ca/leisure
- **Submission Timeline:** Applications should be submitted at least 1 month prior to the event.



You will need to provide:

- A completed Special Event Permit Application.
- A site map showing event layout and any proposed road closures.
- A signed petition from 100% of impacted residents (street closures only).
- Emergency access details (emergency vehicles must be able to enter).
- A Fire Pit Application (if applicable).
- Proof of liability insurance (required for any use of public land).

Important Guidelines:

- No alcohol or cannabis is allowed on public property.
- Events must comply with Noise Bylaw 5270 (10:00 a.m. – 10:00 p.m.).
- The applicant must be a resident of the block/neighbourhood and present during the event.

Fire Pit Permits:

- Apply through Lethbridge Fire Prevention.
- Fire pits are not permitted on streets, but may be allowed in park spaces or backyards (with bylaws followed).
- **More info:** 311 | fireprevention@lethbridge.ca

All required documents and full permit details are available at www.lethbridge.ca/applications-licences-permits/event-rental-and-permits/

LIABILITY & INSURANCE: STAYING PROTECTED

While not all events require special insurance, it's important to consider the risks—especially for larger gatherings or events involving equipment, food vendors, or live performances.

What to Know:

- **Small-scale events** may be covered under your home insurance. Contact your provider to confirm.
- **Larger events** or any event held on public property require general liability insurance (see section 9).
- Some venues or municipalities may request proof of additional coverage.
- If hiring vendors (bouncy castles, caterers, performers), request proof of their insurance.

Check with local brokers or online providers for affordable one-day event coverage.

The City or partner organizations may offer guidance on event insurance requirements.



FOOD SAFETY

Food is often the heart of a neighbourhood celebration—so let's keep it safe. Alberta Health Services (AHS) outlines two categories of events, each with its own requirements.

Which Category Fits Your Event?

- **Community Organization Function (COF):** For block parties or small events run entirely by volunteers. If food is served, submit a COF Notification Form to AHS at least 30 days in advance.
- **Special Event:** For large public events or those involving food vendors. Organizers must submit a Special Event Organizer Notification, and vendors must submit a Food Vendor Notification Form.

Essential Food Safety Tips:

- Keep cold foods below 4°C and hot foods above 60°C.
- Avoid cross-contamination, keep raw meats away from other food and don't share utensils.
- Wash hands, use clean utensils, and practice good hygiene.
- Label dishes with ingredients to help guests with allergies.

More information and forms, visit the AHS event planning page:

www.albertahealthservices.ca/eph/page13999.aspx

Or call: 1-833-476-4743

Need Training? AHS offers a free online course: Alberta Food Safety Basics – ideal for anyone preparing or serving food at community events. You can access the course here:

www.albertahealthservices.ca/eph/Page3151.aspx



PROMOTING YOUR EVENT

This is key to ensuring your neighbours know about and feel welcome at the event.

Ways to Spread the Word:

- Distribute flyers or posters around your block or neighbourhood.
- Go door-to-door for personal invitations.
- Set up a Facebook event or use neighbourhood apps (e.g. Nextdoor).
- Share the event in community newsletters or group chats.
- Ask schools, libraries, or local businesses to help share the word.



Tips for Inclusive Promotion:

- Use simple, friendly language.
- Translate invitations if you know neighbours speak other languages.
- Make it clear that everyone is welcome.
- Include date, time, location, what to bring, and who to contact.
- An event poster template available in the Tools & Templates section.



WELCOMING & ACCESSIBLE

Neighbourhoods thrive when everyone feels seen, heard, and valued. Events that are thoughtfully planned with inclusion and accessibility in mind help create spaces where everyone feels they belong.

Ways to Foster Inclusion:

- Offer name tags and a welcome table.
- Assign greeters to introduce people and check in with newcomers.
- Use signage and materials in multiple languages where possible.
- Invite neighbours to share their culture through food, music, or storytelling.
- Include games and activities that encourage intergenerational and intercultural participation.

Accessibility Tips:

- Ensure event locations are physically accessible for people using mobility devices.
- Provide clear, wide walkways and seating areas with shade or shelter.
- Consider a quiet area or sensory-friendly zone for those with sensory sensitivities.
- Avoid loud or abrupt sounds; consider offering noise-dampening headphones.
- Choose games and activities that can be adapted for all ability levels.

Cultural Connections:

- Invite neighbours to bring a traditional family dish or recipe card.
- Use a world map to highlight where neighbours are from.
- Share stories of how residents came to live in the neighbourhood and what they love about it.

Welcoming New Canadians

Many New Canadians want to connect but may feel unsure due to language barriers or unfamiliar customs. A few simple steps can make them feel included and valued.

Reaching Out:

- Visit with someone who speaks their language, if possible.
- Clearly explain the event and what to expect.
- Use simple words or visuals for things like BBQ, potluck, or games.
- If closing a street, explain changes to parking or access.

Inclusive Participation:

- Pair newcomers with a welcoming neighbour or “event buddy”.
- Translate key signs or flyers if you can.
- Choose easy-to-join activities, even with limited English.
- Be mindful of dietary or cultural needs.

A small gesture—like saying hello in someone’s first language—can open the door to a lasting connection.



KEEPING IT CLEAN & GREEN

Neighbourhood events are a great time to practice sustainability. With a few thoughtful steps, you can reduce your environmental footprint and encourage others to do the same.

Eco-Friendly Tips:

- Ask attendees to bring reusable dishes, cups, and utensils.
- Provide labeled bins for garbage, recycling, and compost.
- Appoint a volunteer waste station guide for the day.
- Offer compost options if anyone has a compost bin or green cart to loan.
- Borrow reusable items (e.g., tablecloths, signage, coolers) rather than buying new.
- Consider digital invitations over print when appropriate.



Bin Support: City of Lethbridge Waste & Recycling Services may provide large blue bins (recycling) or green bins (compost) for your event.

- **Phone:** 311
- **Email:** wrs@lethbridge.ca

You'll also find printable waste station signs in the Tools & Templates section to help guests sort their items correctly.

STAYING CONNECTED YEAR-ROUND

Your event doesn't have to be a one-time thing. Use the momentum you've built to keep neighbours connected.

Ideas to Stay Engaged:

- Host seasonal mini-gatherings.
- Start a neighbourhood contact list or email group.
- Plan a clean-up day, mural project, or community garden.
- Form a neighbourhood association or join the League of YQL Neighbourhoods.

Even simple actions, like waving hello or helping shovel snow, can continue the spirit of connection long after the music ends.

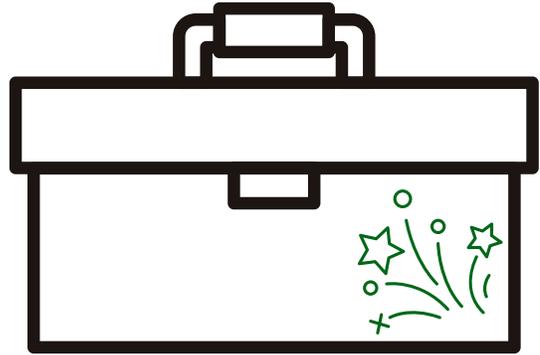
For more inspiration, resources, or to get connected with others
in your neighbourhood, visit:

www.yqlneighbourhoods.ca



Proceed to the toolkit where you will find customizable tools and templates to help you along your planning journey.

TOOLKIT: NEIGHBOURHOOD CELEBRATION & BLOCK PARTY PLANNING GUIDE



The next pages contain a collection of customizable templates and tools to support every stage of planning your neighbourhood event, from brainstorming to clean-up.

Use these templates and tools as you see fit, and adapt them to suit your needs.



TOOLS & TEMPLATES

A practical toolkit to help you plan, promote, run, and reflect on your neighbourhood event.

Planning & Preparation Tools

1. Event Planning Timeline Worksheet

A timeline-based worksheet (based on Section 8) with checkboxes and suggested deadlines across each planning stage.

2. Event Questionnaire

A template to gather feedback from neighbours ahead of the event—ideal for gauging interest and shaping the format, food, and activities.

3. Budget Tracker Template

Helps track expenses, shared costs, donations, and sponsorships to stay organized and on budget.

4. Permit & Booking Notes Sheet

Space to track submission dates, approvals, and conditions for permits, space bookings, and insurance.

5. Vendor & Partner Contact Sheet

Keep contact info for caterers, entertainers, sponsors, city staff, and other partners in one convenient spot.

Volunteer & Team Organization Tools

6. Volunteer Role Descriptions & Signup Sheet

Clearly outlines typical volunteer roles (e.g., greeters, activity leads, cleanup crew) and includes a signup area with contact info.

7. Event Day Schedule Template

Helps lay out the event flow, including setup, key activities, announcements, and wrap-up times—essential for large or timed events.

8. Emergency Contact & Safety Sheet

A quick reference for organizer names, safety contacts, first aid leads, and emergency numbers—plus space to log any incidents.



Promotion & Communication Tools

9. Sample Invitations & Posters

Customizable templates to help spread the word in print or online—includes options for flyers, door knockers, or social posts.

10. Neighbourhood Contact List Template (paired with Sign-In Sheet)

A form to help you build a neighbour directory—great for ongoing connection and post-event follow-up.

Post-Event Reflection Tools

11. Sign-In Sheet

Used at the welcome table to track attendance and collect contact info (optional) for future events.

12. Waste & Recycling Signage

Ready-to-print signs for garbage, recycling, and compost bins—supports sustainability and proper sorting.

13. Accessibility & Inclusion Quick Tips Sheet

A one-pager checklist to review key accessibility considerations before your event (e.g., space layout, signage, quiet zones).

Post-Event Reflection Tools

14. Feedback/Evaluation Form

Collects input from attendees and planning team members on what went well and what could be improved.

15. Photo & Quote Capture Sheet

(Optional) A fun way to record highlights, quotes, or photos from the event to share with the neighbourhood or include in a recap.





1. Planning Checklist

Use this checklist to break down key actions by timeline:

Pre-Planning (minimum 10–12 weeks before):

- Recruit a planning team and divide responsibilities.
- Choose a format and date; determine event scope.
- Talk to neighbours and gather feedback (use questionnaire template).
- Identify potential locations and contact the City if permits are needed.
- Check for conflicts with other local events (school, sports, festivals).
- Explore funding options (grants, donations, sponsorships).
- Identify insurance needs (especially for events on public land).

Planning (minimum 6–8 weeks before):

- Book your event space.
- Submit your Event Permit Application (if applicable).
- Design invitations and promotional materials.
- Arrange food (potluck sign-up, BBQ supplies, caterers, etc.).
- Plan activities for all ages, abilities, and seasons.
- Secure tables, tents, chairs, sound equipment, and waste bins.
- Reach out to community partners or vendors (e.g., food trucks, performers).
- Ensure emergency access and basic first aid supplies are available.

Promotion & Logistics (minimum 3–5 weeks before):

- Deliver or post invitations around your area.
- Promote online or through neighbourhood groups and social media.
- Confirm permits, rentals, vendors, and volunteers.
- Assign volunteers for key roles (greeters, food setup, activities, clean-up).
- Create a basic run-of-show or event schedule.
- Arrange signage for waste, info tables, and activity stations.
- Test or confirm any tech needs (microphones, speakers, extension cords).



Planning Checklist (Continued)

Event Day:

- Arrive early for setup.
- Do a safety and accessibility check before guests arrive.
- Set up a welcome station with name tags and sign-in sheets.
- Greet guests and help them feel comfortable.
- Make announcements, lead games, and highlight local talent.
- Have a designated "go-to" person for event support.
- Capture photos or quotes for future promotion.
- Ensure waste is managed throughout the day.
- Stay flexible—some of the best moments are unplanned!

After the Event:

- Tidy up and return borrowed items.
- Recycle or compost waste where possible.
- Thank volunteers and neighbours who participated.
- Share photos or a thank-you message online or in local chats.
- Debrief with your planning team: what worked, what could be improved?
- Invite attendee feedback with a short evaluation form.
- Keep the momentum going—plan a follow-up event or seasonal gathering.

Other Items:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

2. Event Questionnaire

Use this template to collect input from your neighbours:

Neighbourhood Event Interest Form

Name: _____ Street/Unit: _____

Would you attend a neighbourhood event this summer? Yes No Maybe

What kind of event would you enjoy? Potluck BBQ Games Music
 Other: _____

Would you like to help organize or volunteer? Yes (role): _____ No

Any talents, equipment, or ideas you'd like to share?



3. Budget Tracker Template

Use this template to track costs for the event:

Item/Expense	Estimated Cost	Actual Cost	Notes
Permit Fees	\$	\$	
Food (BBQ supplies)	\$	\$	
Entertainment (musician)	\$	\$	
Printing (flyers)	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Miscellaneous	\$	\$	
Total	\$	\$	

4. Permit & Booking Notes Sheet

Use this sheet to keep track of key approvals and any related conditions or follow-ups.

Item	Submission Date	Approved (✓/✗)	Approval Date	Conditions / Notes
Street Closure Permit				
Public Space Permit				
Insurance (if required)				
Special Event Liquor License				
Food Handling Permission				
Equipment Booking				
Block Party Trailer Booking				
Other (Specify):				
Other (Specify):				
Other (Specify):				

5. Vendor & Partner Contact Sheet

Use this sheet to keep track of vendors and key partners contacts:

Organization Name	Contact Name	Phone	Email	Role/Notes
City of Lethbridge				
AHS Public Health				
Insurance Broker				
Local Caterer/ Food Truck				
Community Group				

6. Volunteer Role Descriptions & Signup Sheet

Use this sheet to keep track of event volunteers:

Role	Description	Volunteer Name	Contact Info
Greeter	Welcome guests and guide them to sign-in		
Activity Lead	Run one of the planned games or stations		
Setup Crew	Help with tables, signage, and equipment		
Waste & Recycling	Guide guests on waste sorting, manage bins		
Cleanup Crew	Assist with teardown and final tidy-up		
Other (Specify)			
Other (Specify)			
Other (Specify)			

7. Event Day Schedule Template

Use this sheet to monitor timings of the event:

Time	Activity/Event	Lead Person	Location	Notes
9:00 AM				
10:00 AM				
11:00 AM				
12:00 PM				
1:00 PM				
2:00 PM				
3:00 PM				
4:00 PM				
5:00 PM				
6:00 PM				

8. Emergency Contact & Safety Sheet

Use this sheet to keep track of emergency contacts:

Contact Name	Role	Phone Number	Notes
	First Aid Lead		
	Event Organizer		
	Safety Volunteer		
Emergency Services	Emergencies	911	
Non-Emergency Police		403-327-2210	

9. Sample Invitation

You're Invited!

Join us for a neighbourhood celebration!

Enjoy food, games, music, and fun for all ages.



Date: _____
Time: _____
Location: _____
Bring: _____
Contact: _____

You're invited



10. Neighbourhood Contact List Template

Use this with your sign-in sheet to collect info (optional):

Name	Street/Unit	Email/Phone	Interested in Future Events?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

11. Sign-In Sheet

Welcome! Please sign in below:

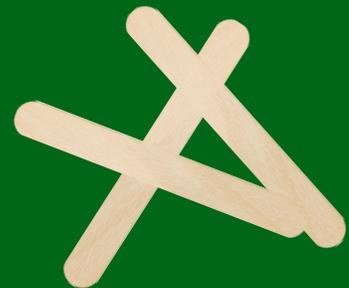
Name	Street/Unit	Would You Like to Stay Connected ?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

COMPOST



Used paper plates
and napkins

Food scraps



Popsicle sticks



Plastic bags
and containers



Coffee/tea pods

RECYCLING

Drink containers
(no glass)



Hard plastic
containers
(clean)



Paper and cardboard
(unsoiled)



Styrofoam cups
and containers



Paper cups



Glass containers



GARBAGE



bagged garbage

Styrofoam cups
and containers



Paper cups



ANYTHING THAT
CAN GO IN THE
GREEN OR BLUE BINS

13. Accessibility & Inclusion Quick Tips Sheet

Welcome! Please sign in below:

Accessibility Tips



- Choose flat, barrier-free locations
- Ensure accessible washrooms
- Provide seating and shaded areas
- Offer a quiet/low-sensory space
- Use plain language and clear signage
- Keep walkways clear for mobility aids
- Use microphones or speak clearly for announcements
- Offer large print or digital versions of key materials

Inclusion Tips

- Involve diverse voices in planning
- Make it free or pay-what-you-can
- Offer a range of activities for all ages and abilities
- Use inclusive language and visuals
- Acknowledge diverse cultures and traditions
- Use name tags and friendly greeters
- Respect pronouns and chosen names
- Ask for feedback to keep improving





14. Feedback/Evaluation Form

We'd love your feedback!

What were your favourite parts of the event?

Anything you'd change or improve for next time?

Would you like to help with future neighbourhood events?

Yes No

Name (optional): _____



15. Photo & Quote Capture Sheet

Collect highlights during the event:

Memorable Quotes from Guests

(Tip: jot down who said it if they're comfortable with it)

- 1.
- 2.
- 3.

Fun or Impactful Moments

(What made people smile, pause, or come together?)

-
-
-

Ideas for Social Media or Recap Stories

(Anything worth sharing online or in a follow-up post/event summary)

-
-
-

Photos to Capture

(Optional reminders to help tell a full story visually)

- Guests of all ages interacting
- Food, games, or performances
- Volunteers or organizers in action
- Cultural or neighbourhood features
- Candid moments of joy or connection





THANK YOU.

QUESTIONS & INFORMATION



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