

“Get Together Tool”

Overview

This “Get Together Tool Kit” is designed to help you deliver your “NEIGHBOURHOODS WORK” Block Party. Neighbourhoods Work is a new and innovative initiative taking place in Whistler between Aug and Oct 2015. The initiative aims to bring together neighbours, neighbourhoods and community organizations in a fun gathering to build social connections and to foster even more extraordinary neighbourhoods. The project is made possible through the [Evergreen Foundation](#) and is being coordinated by the [Whistler Centre for Sustainability](#). The project provides \$500 of funding/event for up to five volunteer led neighbourhood local block parties. ‘*’ denotes fundable items.



Getting started!

- Enlist the help of other interested and capable volunteers in your neighbourhood and determine who will do what.
- Start a neighbourhood Facebook Group to start connecting neighbours i.e. See [Cheakamus Crossing](#) or [Alta Vista](#) on Facebook.

Tips

- Give yourself 3 4 weeks of preparation time to organize the event!
- Consider weekend events at a time that is most inclusive for all neighbours. Aim to have about 40 60 people attend the event.

Party Types and Regulations

Once you have put together a dedicated team of volunteers to help plan the event, it is important to start thinking about the type of block party you want to host. **Games, music, movies, meet & greets, and food are all part of an amazing inclusive block party (see next page), but you will want to decide on a location and food offerings early. Most administrative requirements depend on where you decide to host the party and how you provide food.** Please use the table below to help inform your decision.

	Simple	↔	Less Simple	Booking Contacts and Information
Food*	Prepared by caterer*		Prepared onsite: self cater barbecue/other prep	<p>Self cater food permits: Environmental Health Office, at 604.932.3202, link to form.</p> <p>RMOW Park bookings*: Jen Neil– jneil@whistler.ca or 604.935.8467</p> <p>Special Events Road Use/Closure Permit: RMOW engineers@whistler.ca or 604.935.8190, link to form.</p> <p>Port-a-Potty/Hand Cleansing rentals*: Carney’s Waste, 604.892.5604 or web .</p> <p>AWARE Zero-Waste stations*: \$15-\$20/hr *, Claire Ruddy - cruddy@aware.org.</p> <p>Tents, chairs tables*: Bring your own or linda@sabrentals.com, 604.932.5583, or web.</p>
Location	Private home/ Private Business		Neighbourhood cul-de-sac or non-bus road	
Consider	<p>There may be a business in your neighbourhood who wants to host</p> <p>Do you have appropriate home insurance?</p> <p>Recycling/composting*</p> <p>Home or business provides some shelter in case of rain</p>	<p>Offer up onsite hand sanitation gels*</p> <p>Insurance is minimal and can be purchased with the park booking*</p> <p>May need to rent a washroom facility*, tents*, tables* and chairs*, if there is none on site</p>	<p>and...</p> <p>Onsite prep requires a free temporary food permit and cleansing stations*</p> <p>Serving alcohol introduces more permitting requirements</p> <p>Insurance* for road based events may be up to \$300 and requires a Special Events Road Use/Closure Permit</p>	

Spreading the word!

- Create an event in Facebook and post on your neighbourhood page, and make sure to put up [posters](#)* around the neighbourhood and drop off [invites](#)* at neighbour’s homes.

Tip

- Ask neighbours to bring tables or chairs in order to save you money and set up time.

Activities and Entertainment

Activities and entertainment add the extra bit of ‘oomph’ to your neighbourhood event. In addition to the background mood provided by musicians, activities and entertainment can help neighbours to get to know one another and provide opportunities for kids of all ages to have a great time. The table below has some links to a few games and contact information for a few local entertainment options.

Games*	Music* & other	Crafts*/Art*
<p>Meet your neighbour bingo game: Find a neighbour who fits the descriptions in each box. Tool, pg 18</p> <p>Water balloon toss: Start off in close proximity and take a step back each round.</p> <p>Relay race: Teams of 6, all ages. Hop, skip, snake through cones and then hand of item to the next person.</p> <p>Photo booth*: Photo booths are a fun way to create memories with neighbours. Try Cheesebox Photo Booth, info@cheesebox.ca, 604.932.7876</p>	<p>Music*: Hire a local DJ, Solo artist or band. Be considerate of the municipal noise bylaw 8am to 8pm for amplified sound, music and speech.</p> <p>Fire truck: Invite a fire truck to your event. Call non-emergency 604.935.8260 or fire@whistler.ca</p> <p>Outdoor Movie: Set up a few bed sheets or a screen and use projector to show an age appropriate movie.</p> <p>Librarians on Bike: Schedule a visit and reading with a Librarian. Contact Libby at 604.935.8433 ex.8726</p>	<p>Face painting*: Paint on People Face and Body Art, nina@popatz.com, or 604.902.9899</p> <p>Arts/Crafts*: Allee Wells, hello@alleewells.com, and www.alleewells.com or Layna Mawson - orkidzartstudio@yahoo.com</p> <p>Balloon Twisters*: Jazz the Balloon Man, jazztheballoonman@gmail.com, www.jazztheballoonman.com</p> <p>Sidewalk chalk and other self directed play: Ask some parents with kids to bring some of their favourite crafts, chalk and other toys for shared play.</p>

Gather activities and entertainment Keep spreading the word!

- Continue to promote your event through Facebook and with neighbours, start to get a sense of your numbers so that you can prepare.
- Prepare your activities while making bookings for any entertainment support.

Tip

- Encourage the local talent of your neighborhood to participate Artists, face painters, musicians, singers, yoga instructors and dancers may live in your neighbourhood.

Community Connections

While the primary goal of this program is for you to have fun and meet your neighbours, we also want to provide the opportunity for Whistler organizations (RMOW, Red Cross, Bear Smart Whistler, AWARE, WCSS, Mature Action Committee, etc...) to share how they can help make your neighbourhood even better. **Please ensure that your location has the room to support five or more additional tables for community organizations to participate in your event.** Once you know the date of your event, we will share it with a host of community organizations and they will contact you if they plan to attend. **Remember, your funding is based on providing space for these organizations.**

Event day!

- Set up and organize any tables/chairs, continue to introduce yourself to people in the area and let them know what is happening. Do anything else that is needed before the party starts. Greet neighbours and consider a sign in sheet and name tags.
- Run the event and after the party, organize clean up and HAVE FUN!

Tip

- Include a food bank or clothing drive with your event. Contact the WCSS, [here](#).



Final Details

To ensure that you are fully reimbursed, please hold on to your receipts. For any questions regarding purchases for your block party, please contact Dan Wilson at dwilson@whistlercentre.ca