

Neighborhood G.A.I.N. Party & Event Tips

Planning:

- Don't plan the event by yourself; This is a community event, so ask others for help
- Assign smaller tasks so more people can help
- Assign people to help set and clean up the event
- Identify skills you feel will help make your event a success and recruit individuals with those skills to help
- Assess the needs of your neighborhood and plan an event that appeals to the majority
- Have a backup plan in case the weather changes
- Contact the City of Glendale Transportation Services Department at (623)930-2940 for Block Party regulations and to request authorized forms & information
- If your neighborhood is planning an event in any of the City Parks, the responsible party will need to contact Glendale Parks and Recreation at 623-930-2820

Inviting:

- Create a flyer with all the details for your event
- *Contact your Glendale Police Department Community Action Team representative so they can put you on the schedule for possible additional benefits such as a Meet & Greet with Your Beat Police Officers, Community Action Team members, emergency vehicles for kids to see and more*
- Contact neighbors in person; People are much more likely to participate when asked face-to-face
- Share your event information with a neighboring apartment community
- Encourage involvement from businesses near your neighborhood
- Create or update your neighborhood block map while inviting. Tell everyone that the new maps will be available at your event.
- Extend the invite to those on a neighboring street; Everyone will meet new neighbors and effectiveness of your event will increase
- Send a reminder a few days before the event and check in with those assigned to help

Event day:

- Check the weather report to make sure the location is sufficient for your event
- Check with all event helpers for any last-minute needs
- Give yourself plenty of time to set up the party
- Provide a sign in sheet and remind everyone to complete it (provide a copy to your CAT Team)
- Thank everyone for their help and participation
- Most importantly—have FUN!