

# Block Party Planning Form



<b>Contact Person:</b>	
Email:	
Phone:	
Address:	
Alternate Contact:	
Email:	
Phone:	
<b>Neighborhood:</b>	
HOA or Community Club?	
Date of Event?	
Estimated # of families?	
Design requested?	
Flyers: Quantity?	
Banner or Sandwich Board?	
Request Street Closure?	
Event Location/Street:	
1 <sup>st</sup> Time Holding Event?	
Service Project?	

**Request Fire**  yes or  no?

**Link:** <http://www.bellevuewa.gov/fire-tour-forms.htm>

**Request Police**  yes or  no?

**Link:** <http://www.bellevuewa.gov/police-event-request.htm>

**Council Member invite?**  yes

**Email:** [council@bellevuewa.gov](mailto:council@bellevuewa.gov)

## Wording for the Flyer: Your information here

<b>Name of the Event *</b>	
<b>Date of the Event:</b>	
<b>Time of the Event:</b>	
<b>Location of the Event:</b>	
<b>What will be supplied:</b>	
<b>Contact information for questions:</b>	
<b>RSVP requested? Date?</b>	
<b>Special Information:</b> Example: Bring a can of non-perishable food for Hopelink	

## Wording for the Banner or Sandwich Board – 3 to 4 lines

<b>Neighborhood Name/Event</b>	
<b>Date and Time</b>	
<b>Location</b>	
<b>Anything special?</b>	

\*Neighborhood Name/Event: Example: Newport Hills Block Party, 100<sup>th</sup> St SE Street Annual Picnic, Neighborhood Social, Your Name Neighborhood Party, Annual Potluck, Your Name Street Party