

Block Party Planning Form



Contact Person:	
Email:	
Phone:	
Address:	
Alternate Contact:	
Email:	
Phone:	
Neighborhood:	
Home Owners or Community Association?	
Date of Event?	
Estimated # of families?	
Design requested	
Flyers: Quantity?	
Banner or Sandwich Board?	
Request Street Closure?	
Event Location/Street:	
1 st Time Holding Event?	
Service Project?	

Request Fire yes or no? go to My Bellevue Customer Requests, or <https://www.bellevuewa.gov/city-government/departments/civic-services/mybellevue/customer-assistance/>

Request Police yes or no? CrimePrevention@bellevuewa.gov

Request Council Member or Mayor visit? yes or no?

Wording for the Flyer: Your information here

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

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

Neighborhood Name/Event	
Date and Time	
Location	
Anything special?	

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