



**FLYERS, BANNERS, OR  
SANDWICH BOARDS  
AVAILABLE FOR YOUR  
EVENT**

# **BLOCK PARTY**

**HAVE A FIRE TRUCK,  
EMERGENCY EDUCATOR  
OR POLICE OFFICER VISIT**

## **IN YOUR NEIGHBORHOOD**

**JUNE 1–OCTOBER 1**

**Have fun!**

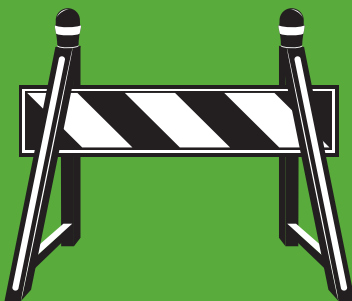
**Meet your neighbors**

**Eat great food**

**Share a hobby**

**NEW! Organize for safety Preparedness Party**

## **CLOSE YOUR STREET!**



**ROAD CLOSURE BARRICADES  
REIMBURSED UP TO \$50.  
PERMIT FEES WAIVED**

## **NEIGHBORHOOD SERVICE PROJECTS**

**Choose a local charity**

**While supplies last, participation**

**awarded Mariners baseball tickets**

**Questions? Contact Carol Ross, Neighborhood Outreach.**

**425-452-7917 or [cross@bellevuewa.gov](mailto:cross@bellevuewa.gov)**



# Neighborhood **Block Parties**



June is kickoff for Neighbor Link parties and celebrations and community service in **YOUR neighborhood!** There are many reasons to gather, but from those Bellevue residents that have been doing this for some time, the reason is to simply have FUN! Let us help you with your planning to reconnect with long-time and your newest neighbors.

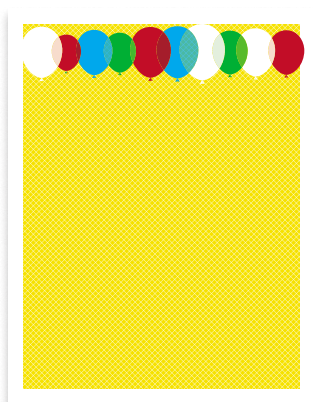
Through our Neighbor Link Program which runs June 1 – October 1 we offer the following help in planning for neighborhoods that register their event:

- **Publicize the event** with Colorful Flyers, a Banner or Sandwich Board graphics
- We encourage **Community Service** for our Bellevue neighbors and kids in need such as a food drive for Hopelink – End Summer Hunger, or your charity of choice. Other ideas may be to plan an event to help a neighbor in need, or help with stewardship in Bellevue Parks. Those neighborhoods participating in service will be awarded Seattle Mariners tickets, however, supplies are limited.
- **Fun for children**, we'll help with the contacts to have a police or firemen/fire truck visit provided availability
- **Close Your Street** with a city permit and approved road barricades and receive reimbursement up to \$50

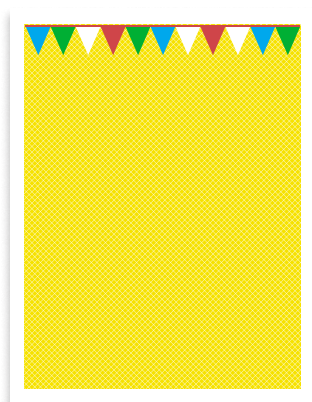
Neighbor Link will provide resources for one (1) Party per neighborhood during Jun 1- Oct 1. Planning 3 to 4 weeks before the event is recommended.



- We provide colorful formats designed by our graphics team, to promote your party. We will print up to 500 flyers, and/or electronic PDF for distribution to publicize the event.
- Neighborhood groups submitting their own graphics must submit a ready to print PDF
- 1 grommated Banner (3'x6') OR up to 2 Loanable sandwich-board signs (Includes four, 23" x 23" posters – for front and back)



**Block Party 1**

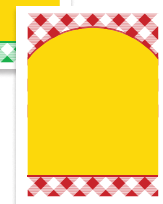


**Block Party 2**



**Block Party 3**

offered in  
blue, green  
and red





# Neighborhood **Block Parties**



## Plan a Preparedness Party

Let's face it, thinking about the possibility of preparing for an emergency where a family or community may need to shelter in place for 7 days or more is a very daunting. Living in the Pacific Northwest, we've been told not if, but when, to prepare for a very large scale earthquake. Emergency Preparedness also means being prepared for the possibility of a wind or snow storm that knocks out power for days at a time.

The summer is a great time as you plan your get-togethers with neighbors for education and preparation. Neighbor Link in collaboration with our Fire Partner, Office of Emergency Management, encourages those who live or work in Bellevue to start with the basics and build an emergency kit, for your home, office and/or car. It's also a great time to meet the individuals who are trained in your neighborhood. You will be each other's first responder and providers in the case of an emergency.

Not interested in a Preparedness Party but like the idea of sharing this emergency information with your neighbors? An idea would be to incorporate an information table/or swap table into your planning, create an example of a kit, and create a sign-up list for neighbors that might be interested in this topic at a later date.

## Party Ideas

- Every great party has good food – organize your event to include a potluck
- Include a firetruck visit – plan ahead by using the Firetruck availability calendar
- Have your neighbors bring a creative edible appetizer and award best recipe, made from foods that might be included in an emergency kit (examples are Beef Jerky Appetizers, Vienna Sausage creations, canned fruits/vegetables, peanut butter, etc...); Learn what are some of the best non-perishable foods to have on hand in case of an emergency. (<https://www.realsimple.com/food-recipes/shopping-storing/emergency-foods>)
- Set up a swap table. How many pocket knives, flashlights, can openers, etc. might you have in your junk drawer? Exchange for something you might need or share with neighbors who might appreciate the item.
- Have a table display with fun or special items that would keep you busy for 7 days. It could be the book you've never read, a special game, cards or a favorite toy
- Have an emergency kit on display as an example or have your neighbors take pictures of the kits they've prepared and post to OEM facebook or twitter account





# Neighborhood Block Parties



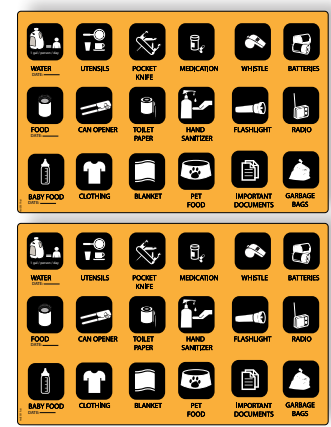
## Resources for your Party



**FLYER**  
Customize for your event



**A-Board**



**Emergency Kit stickers**

- Meet an Emergency Management educator, who will demo how to use a fire extinguisher (need an electrical connection to plug in ), turn off utilities, bring a demo sample emergency kit  
<http://www.bellevuewa.gov/fire-tour-forms.htm>
- Pictograms in different languages (15) are available: Amharic, Arabic, Chinese, English, Farsi, Hindi, Japanese, Khmer, Korean, Punjabi, Russian, Somali, Spanish, Urdu, Vietnamese
- Coloring books for children



**Example of Chinese pictograms**





# Neighborhood **Block Parties**



## Emergency Preparedness Tips – Resource List

- Disaster Preparedness Calendar
- Home Safety Checklist
- Build a Kit on a Shoestring Budget video link -  
<https://www.youtube.com/watch?v=tSRNP8moKx0>
- Office of Emergency Management (OEM) Newsletter link: Subscribe to Newsletter  
<http://www.ci.bellevue.wa.us/emergency-preparedness.htm>
- Follow OEM on Facebook | Twitter
- Pictograms available for download in each respective language at the following link:  
[http://www.ci.bellevue.wa.us/preparedness\\_educational\\_materials.htm](http://www.ci.bellevue.wa.us/preparedness_educational_materials.htm)
- **City of Bellevue Contact: Sophia L. Lopez, MPS**
  - Emergency Management Coordinator
  - Public Education | Vulnerable Populations
  - Office of Emergency Management
  - 450 110th Ave. NE, Bellevue, WA 98009
  - Direct 425-452-4161 | [slopez@bellevuewa.gov](mailto:slopez@bellevuewa.gov)
- Alert King County – emergency notification alerts sign up link -  
<http://www.kingcounty.gov/depts/emergency-management/alert-king-county.aspx>

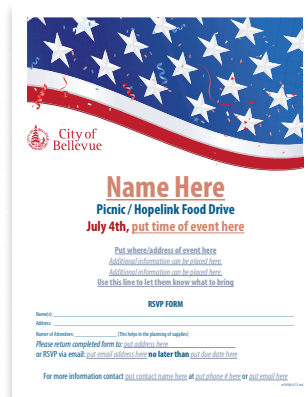




# Neighborhood **Block Parties**



Night Out  
Banner



4th of July



New! Re-Useable  
Welcome Banner

Use Flyers to communicate the location, date and what to bring to the party; Use the welcoming banner to display at the party location to set the tone for the event.



# Neighborhood **Block Parties**



## Community Liaisons and your Neighborhood Gathering



### **Police**

[CrimePrevention@bellevuewa.gov](mailto:CrimePrevention@bellevuewa.gov)

Event Request Form:

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

Due to special events and staffing shortages, the Bellevue Police will have limited resources for Block Parties and community events this summer. They will do their best to attend as many events as staffing allows. Please get your requests in as soon as possible so that arrangements can be made ahead of time. Thank you for your understanding.



### **Fire and Emergency Educator**

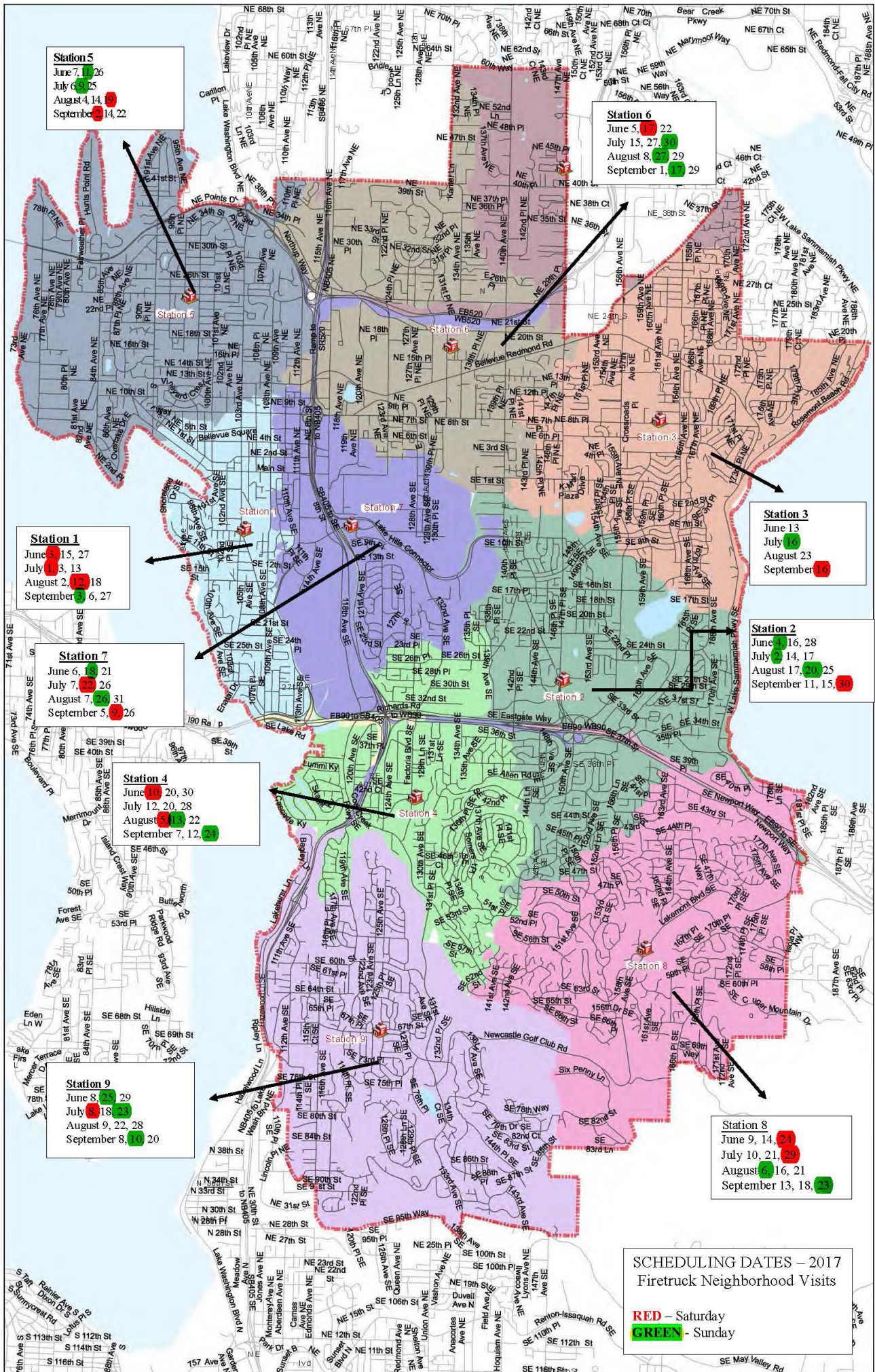
Event Request Form:

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

In planning for a fire truck visit, please refer to the Neighbor Link block parties page for fire district scheduling and availability. An Emergency Educator is a member of the Fire Department, focused on preparing people at home, work or school for unexpected hazards that may be natural (landslides, earthquakes, power outages, flooding, etc.) or manmade (terrorism). For more information <http://www.bellevuewa.gov/emergency-preparedness.htm>.









# Neighborhood **Block Parties**



## Block Party Planning

### Neighborhood Block Parties & Safely Closing Your Street



Increase the number of residents participating in your neighborhood block parties by closing your street to traffic. The city will cover the cost of your permit and provide reimbursement up to \$50 for the cost of approved Type III barricades with road closed signs. In closing a street for a neighborhood gathering, you are bringing the party directly to residents who may not otherwise participate. Think of the seniors in your neighborhood who may not wish to leave

their homes or have trouble traveling. Having your home nearby is convenient for access to kitchens, bathrooms, etc. Children have an opportunity to play games in the street, ride their bikes, and visit with their friends. The process for street closure begins by getting permission to have the party, which allows you to introduce yourself to neighbors. Anticipation and planning the event generates buzz and excitement with neighbors asking, "how can I help?"



# Neighborhood **Block Parties**



## Neighbor Link will:

- Walk you through the permitting process for street closure
- The City will Issue a temporary use permit free of charge (\$193 value)
- Provide reimbursement for up to \$50 toward the cost of approved Type III barriers with receipts

## How to get started:

- Register your party through Neighbor Link, allowing 3-4 weeks to go through the permit process
- Complete the Block Party Planning Request Form
- Identify street to be closed; Neighbor Link Outreach will work with the resident and the Transportation department to identify proper street closure. In accordance with the City's noise ordinance, permits involving activities going beyond 10 pm will not be issued.
- Neighbor Link will identify the households. 80% of the total residents that would be impacted by the closure will need to provide approval.
- Complete Temporary Use Permit – TE form
  - ✓ Obtain signatures of residents agreeing to road closure
  - ✓ If obtaining approvals by email, the email should include the following
    - Name
    - Address
    - Phone Number
    - Confirmation that they agree it is okay to close the street on (Date of Party)
    - Organize confirmations to correspond with master listing of addresses
  - ✓ You will receive an official document from the City of Bellevue with an issued permit number
- Order two Type III barricades ( 68x30)  
With Road Closed sign (48 x 30)  
Barricades and Road Closed signs, delivery, and tax range from approximately \$75-\$90
  - ✓ National Barricade LLC 206-523-4045
  - ✓ Traffic Control Services 425-658-3655
  - ✓ Absolutely no stakes should be used to secure items in the street as they will destroy the paving and cause road deterioration
- Reimbursement
  - ✓ Following party submit invoice and your receipts for reimbursement within 30 days.





Transportation Department

Permit Processing (425) 452-4898

## RIGHT OF WAY USE PERMIT APPLICATION

<b>C/G Permit #</b>	<b>Permit #</b>
<b>Application Date:</b>	<b>Intake Tech:</b>

**NOTE:** Permit must be picked up within 30 days of notification that it is ready to issue, or it will be subject to cancellation.

1. **Property Address or Location** \_\_\_\_\_

**Project Name (if applicable)** \_\_\_\_\_

**Property Owner** \_\_\_\_\_

2. **Applicant** \_\_\_\_\_ **Phone** (\_\_\_\_) \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **St** \_\_\_\_\_ **Zip** \_\_\_\_\_

3. **Contact Person** \_\_\_\_\_ **Phone** (\_\_\_\_) \_\_\_\_\_

**Cell Phone** (\_\_\_\_) \_\_\_\_\_ **Pager** (\_\_\_\_) \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_ **FAX #** (\_\_\_\_) \_\_\_\_\_

**Address** \_\_\_\_\_ **Suite #** \_\_\_\_\_ **City** \_\_\_\_\_ **St** \_\_\_\_\_ **Zip** \_\_\_\_\_

4. **Contractor** \_\_\_\_\_ **Phone** (\_\_\_\_) \_\_\_\_\_

**State Contractor's License** \_\_\_\_\_ **Bellevue Business Reg** \_\_\_\_\_  
1-800-647-0982 (425) 452-6851

5. **Description of Proposed Use:** \_\_\_\_\_

\_\_\_\_\_

**Start Project Date** \_\_\_\_\_ **End Project Date** \_\_\_\_\_

**Project Work Order #:** \_\_\_\_\_ **Cut/Length:** \_\_\_\_\_

**Call ONE CALL for locates two working days before you dig, drill, blast. "It's the law" 1-800-424-5555 (RCW 19.122)**

*I certify that I am the owner or owners authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above-referenced address for the purpose of filing applications for decisions, permits, or review under Land Use Code and other applicable Bellevue City Codes and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.*

*I hereby certify that the information on this application furnished by me is true and correct and that the applicable requirements of the City of Bellevue will be met.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Owner or Owners Agent)



# Neighborhood **Block Parties**



## 10 Neighborhood Block Party Tips

One of the best ways to get to know your neighbors is by hosting a neighborhood Block Party, picnic, or BBQ. There are many creative ways to plan your event and City of Bellevue's Neighborhood Outreach team is happy to help with ideas and resources. The key to a successful party is just a little organization and advance planning. Block Parties help neighbors get to know each other and lead to more connected, safer and healthier neighborhoods.

### **For an easy and successful Block Party try these 10 tips:**

- 1. Choose a date:** at least four – six weeks in advance. Most block parties are held in the summer when kids are out of school. Many parties are held on weekends, but often weeknights have fewer conflicts. Holidays such as July 4, Memorial Day and Labor Day are also popular for Block Parties. Be sure to check if any other neighborhood events may be going on, such as neighborhood swim meets. Usually a two hour window of time is sufficient for a block party. If you will have organized games or activities, you may want a little longer time span.
- 2. Define your neighborhood:** A neighborhood can be single-family homes, apartments or condos or a combination of all of the above. Some neighborhoods are easily defined by geographic boundaries. If yours is not, pick an area that makes sense to you – it may be a block, several blocks or an even larger area. Neighborhoods are defined by the people who live there. Your outreach can be as small or as broad as you wish.

- 3. Choose a location:** Block parties can be held in a neighbor's driveway or at the end of a street or cul-de-sac that does not affect traffic. You can also hold your party in a neighborhood park.

[http://www.bellevuewa.gov/rental\\_facilities.htm](http://www.bellevuewa.gov/rental_facilities.htm)

If you want to block off a street for your party, you will need a right-of-way permit from the City. Contact Neighborhood Outreach where we will help walk you through the permitting process. Neighborhoods who register their party through Neighbor Link and request a road closure, will be reimbursed with proper documentation, up to \$50 for rental of approved Type III barricades with Road Closed sign. Submit your receipts within 30 days of party.

- 4. Publicity:** A colorful flyer distributed around the neighborhood gets the word out. Remember to include an RSVP with contact name and phone or email and a way to sign up to bring things or to help with planning. Door-to-door distribution can be accomplished by a few volunteers. For a larger neighborhood, high school kids or boy scouts may be able to help deliver flyers. If you have an email list, send electronic versions of your flyer as well. Sandwich board signs or posters at key neighborhood locations can help get the word out too.

For parties scheduled June- October, the City can design and print up to 500 flyers and a banner or sandwich board signage for your party. Contact Carol Ross ([cross@bellevuewa.gov](mailto:cross@bellevuewa.gov)), at least three weeks prior to the date you need your flyers.



# Neighborhood **Block Parties**



- 1. Food and Beverage:** Most parties are potluck. If your neighborhood has an association, often it will supply hotdogs or burgers to BBQ and/or paper and plastic products and drinks. Many neighborhoods do this and ask residents to bring a dish to share. For a large neighborhood, you may not need any more organization than this. Often in a smaller neighborhood, families are assigned a category of food, alphabetically by last name. For example, those with names A-F bring an appetizer, G-M bring a salad or side, and N-Z bring dessert. Some neighborhoods ask for a small donation to cover the cost of the main dish and collect money in advance. Be sure to arrange for a few people to bring BBQ grills and a few tables to serve food. Recruiting a clean-up crew is also a good idea.
- 2. Things to Bring:** In addition to food, lawn chairs and picnic blankets are great. If your street is safe for bikes, scooters, skates, etc., this can be fun for the kids. Name tags can be helpful in larger neighborhoods.
- 3. Police/Fire:** Bellevue Police or Fire can sometimes send a police car/fire truck and uniformed officers. This provides a fun attraction for kids and good safety information for everyone.  
  
Police: <http://www.bellevuewa.gov/police-event-request.htm>  
  
Fire: <http://www.bellevuewa.gov/fire-tour-forms.htm>
- 4. Community Service:** A Block Party is a great opportunity for your neighborhood to give back to the community. Many neighborhoods hold a food drive during their block party and collect non-perishable food for those less fortunate in our community. Food can be donated to Hopelink [http://www.hope-link.org/take\\_action/end\\_summer\\_hunger/](http://www.hope-link.org/take_action/end_summer_hunger/) at 148th & Main in Bellevue or the charity of your choice. Please remember to get a receipt so we can recognize your contribution!
- 5. Activities:** Planned activities can include games like tug of war, balloon toss, three-legged races, etc. Plan activities for all ages. Affordable game rentals are available at: [http://www.bellevuewa.gov/facility\\_rentals\\_outdoor.htm](http://www.bellevuewa.gov/facility_rentals_outdoor.htm)
- 6. Neighbor Information:** At your block party, be sure to collect everyone's contact information, so you can use it for future neighborhood gatherings or to disseminate information about neighborhood issues. You may also decide to do a neighborhood directory to enhance communication for the future.

***Most important – have fun and enjoy your block party!***





# Neighborhood **Block Parties**



## Suggested Activities for Getting to Know Your Neighbors

### **Neighborhood History**

- Research through the library, and the museum of local history of your neighborhood.
- Identify any special people that lived in your area such as the longest resident, politician, artist, eccentric, hero, etc. Have partygoers guess who, what, where through charades and other games.

### **Cultural Connections**

- Have everyone bring his or her favorite family dish.
- Teach everyone how to say three things in another language.
- Use a map to indicate where everyone originally came from. Where is the homeland of your grandparents?
- Record the story of how everyone came to live in the neighborhood and what he or she likes best about it.





# Neighborhood **Block Parties**



## Getting Your New to Bellevue Neighbor to the Block Party

Many new citizens or those recently immigrated want to meet their neighbors and make friends. It is important to make everyone feel at ease and to communicate clearly your intentions.

Here are some suggestions that may help new neighbors feel welcome:

- Use a translated description of what a block party is.
- If possible, knock on the door of a new neighbor with someone who speaks the language.
- Be specific about what the expectations are.
- Ask if they would like to help with the planning.
- Remember, words like barbecue, face painting or potluck may need to be explained.
- If you are blocking off the street for the day, explain about street parking changes.
- It may take more than one invitation for a new citizen/neighbor to fully understand what a block party is, so make a point of following up in the weeks leading up to the party.
- Make activities accessible to those with limited English language skills.
- Ask about special cultural/religious diet or activity constraints.
- Safety is a big concern for many new citizens because of past experiences or fear caused by not knowing the language.





# 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> (For Fire Truck and Emergency Educator)

**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