

The Oak Bay Block Party Check List

Setting a Date

- Email or Contact as many of your neighbours as you can and ask for their input on the date. It's important people are home and not on vacation.
- Decide on what time of day you want to host your block party. The time of day will influence the kinds of activities you can do, and what kind of food will be served. Is it a pancake breakfast, appetizer potluck, or a summer evening bbq?
- Once you have selected a date, email obcouncil@oakbay.ca to ask Council's permission to close the street. This can take more than a month, depending on Council's meeting schedule. Be sure to include the date, time, your name, address, and telephone contact information.

Notifying your Neighbours

- Make a poster that you can put up around the block, deliver to your neighbours, and send around by email. Be sure to include where, date, time, what to bring, and contact information in case they would like to help with the planning, set up, coordinating of activities, or clean up.
- Send your poster to oakbayconnector@gmail.com as well, so we can post it on the Community Association of Oak Bay website - www.CAOB.ca!
- Ask neighbours to RSVP so you can better plan the set up and activities.

Party Planning

- Name tags and a marker
- Games/Activities for children
- Games/Activities for adults
- Include kids and teens in planning and running the games
- Bring prizes, or make your own fun Trophy
- Arrange tables, chairs, BBQs, coolers, and ice
- Ask everyone to bring something for a potluck meal

Clean up

- Take down any posters that you may have put up
- Remove all garbage and recycling bins put out for the party
- Make sure there's no garbage left in the street