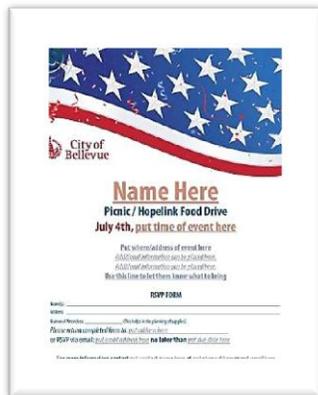


Promoting the Event

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

- We provide 2 standard colorful formats designed by our graphics team, to choose from 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** 2 Loanable sandwich-board signs (Includes 4, 23" x 23" posters – for front and back)

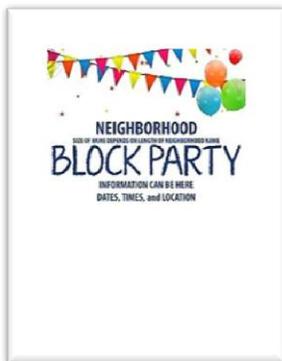
2014 Designs



4th of July



▪ Neighborhood Block Parties



Block Party 1

Block Party 2



Neighbor Link

Block Party Planning Request Form

Contact Person:

Email:

Phone:

Address:

Alternate Contact:

Email:

Phone:

Neighborhood:

Home Owners or
Community Association?

Request:

Date of Event?

Estimated # of families?

Design requested

Flyers: Quantity?

Banner or Sandwich
Board?

Request Street Closure?

Event Location/Street:

1st Time Holding
Event?

Service Project?

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, 129th St SE Street Party

Community Liaisons and your Neighborhood Gathering

The police and fire department are supportive and will make an appearance at event, depending on availability. Community organizers should contact these liaisons directly, but please keep Neighbor Link in the communication loop. Please provide 3-4 weeks advance notice.



LT. Lisa Patricelli
Community Liaison Officer
lpatricelli@bellevuewa.gov
425-452-7921

Police



LT. Richard Burke
Community Liaison Officer
rburke@bellevuewa.gov
425-452-6995

Fire

For events involving the Fire Department, please complete the “Fire Event Request Form”