

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