



## Ideas for Your Community Event

### Spring/Summer Ideas

- Bonfire and weenie/marshmallow roast
- Movie night in your local park
- Potluck BBQ or a Chili Cook-Off
- Community water fight
- Gardening tool/seed exchange
- Community cleanup
- Block Party
- Garden/tea party
- Sporting event (soccer, baseball, road hockey, etc.)
- Outdoor concert/community talent show
- Charity garage sale
- Birdhouse/bat-box/library building

### Fall/Winter Ideas

- Harvest celebration/exchange
- Clothing exchange
- Board game night
- Pumpkin carving contest
- Costume party
- Ice-skating on your community rink
- Snowman/snow-fort building
- Hot chocolate and tire sur la neige
- Snowshoeing/cross-country skiing
- Book exchange
- Tobogganing
- Horse-drawn sleigh rides
- Dance at your community hall

# Hosting a Community Event

## Top 10 Reasons to host a Community Event

- 1 Get to know your neighbours.
- 2 Build community spirit and pride.
- 3 Celebrate your community.
- 4 Take initiative and make decisions about your neighbourhood.
- 5 Create a sense of belonging for all.
- 6 Meet long-term residents and learn about the history of your home.
- 7 Create new community traditions!
- 8 Increase a sense of safety and help prevent crime by looking out for one another.
- 9 Learn how you can help each other out (e.g. babysitting, sharing tools, etc.)
- 10 They're fun!!

## Steps to Get Started

- 1 **Find some helpers.** As you spread word of the event, ask your neighbours if they want to help with the planning. You may want to send out a flyer to explain the event and provide your contact information. Your neighbours could help with:
  - Invitations & promotion
  - Food & beverage
  - Applications or permits
  - Set up & take down
  - Games or activities
- 2 **Choose a location.** Consider what activities you want to have and the number of people you want to include. You may need more or less space (i.e. a community cleanup vs. a block party). Do some research about the location you have chosen. Is it public or private land? Do you need to block a road? We can help with suggestions and permits.
- 3 **Pick a Date & Time.** A block party can happen all year round. A weekend date or holiday may be the best time for the event. Check with your planning team to see what works best.
- 4 **Apply for our grant!** The Community Connection Grant is available to Sturgeon County residents. You may be awarded up to \$250 to help fund your event. Please apply at least two weeks in advance.
- 5 **Get the word out.** There are templates available for invitations, door hangers and posters. You can even invite special guests like the Mayor and council, fire or police officers. Aim to have your invitations out about two weeks before the event.
- 6 **Make sure all feel welcome.** Make sure you invite everyone in your neighbourhood and that the event is welcoming and inclusive. Consider those with different cultures or ways of life and try to be aware of language barriers and any dietary restrictions.
- 7 **Don't forget the little details.** Make a to-do list and make sure all logistics are taken care of. We can help you plan and take care of some of those finer details like permits and rentals (fire, fireworks, road closure, tent rental, games, etc.)

## Your Role as the Event Organizer

Make a checklist and choose who will be responsible for each item. Some of the items you are going to want to discuss include:

### Quick Planning Checklist

Before	
	Choose your date, time, location, and size of event.
	Apply for the Community Spirit Grant to help fund the event.
	Determine if you need any additional permits for road closures or fireworks.
	Decide what type of food you want and if you need to purchase additional supplies in advance.
	Decide if everyone will bring his or her own tables and chairs, plates, cutlery and cups, and beverages.
	How will you advertise and who will deliver invites?
	Decide if pets are allowed at the event.
	If using barbecues, who will bring them? What safety measures have you put in place for BBQ? e.g. fire extinguishers, water
	Do you want to support a local project or charity by accepting donations?
During	
	Who will be greeter(s) at the event; introducing new neighbours and helping them make connections? Provide everyone with a name tag and have a sign in sheet.
	Who will set up tables for food and supplies?
	Who will set up garbage cans and recycling bins on site?
	Who will be in charge of donation collections (if accepting)?
	Institute a bathroom policy "everyone to use his or her own", so that home security is maintained. Are there washroom facilities close to the site? Rent a porta-potty if needed.
	Assign someone to be in charge of games and activities.
After	
	Organize a cleanup crew. You may wish to encourage a cleanup event by rewarding the neighbourhood children with a prize for picking up garbage.
	Who will take down any signs that were put up and return borrowed equipment?
	Provide residents with an evaluation survey at the end of the event to collect ideas for next year

## How Can Sturgeon County Help?

Community events are opportunities for communities to create, build, and share something together, and we want to help you achieve that by:

- Providing funding (if your event is eligible and depending on availability).
- Providing resources (board games, lawn games, block party kits, canopies/tents, etc.).
- Inviting special guests (mayor & council, protective services, etc.).
- Helping with permit applications (fire, fireworks, road closure, special events, etc.).
- Getting the word out (templates for invitations, posters, etc.).
- Providing cleanup supplies (if hosting a community cleanup).
- Providing ideas for your event and helping to plan

## Contact Us

Family and Community Support Services  
Neighbourhood Development Supervisor  
780-939-8335  
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## Connect with us



@SturgeonCounty



### Final Tips & Reminders:

- At least two weeks ahead of time, apply for the Community Connection Grant and any permits necessary like fireworks, road closures, special events etc.
- It is a good idea to have a sign-in sheet to collect contact information so you can stay connected all year long or start a Facebook group if you don't have one.
- Use name tags to help identify and remember each other's names.
- Have several garbage and recycling bins on site.
- Keep noise levels reasonable with stereos or entertainment.