

# Neighbour Day event planning kit



Saturday, June 18, 2016

**[Calgary.ca/NeighbourDay](http://Calgary.ca/NeighbourDay) | [#yycNeighbourDay](https://twitter.com/yycNeighbourDay) | 311**

*"I think many people miss the days of the past when neighbours talked, connected, and really got to know each other. People really value a sense of community and Neighbour Day is the perfect opportunity to create that sense of community."*

*- Melanie McKay, Highland Park*



*"Neighbour Day 2015 was such an amazing day. I am so glad everyone took the time to come together and make it a great day. We are real neighbours now!"*

*- Tara Dunn, New Brighton*

## What is Neighbour Day?

Held annually on the third Saturday of June, Neighbour Day is an opportunity for neighbours to come together in the form of a front yard barbecue, garden party, picnic, clean-up or afternoon tea in a local park, to celebrate our strong community spirit in Calgary.

Make Saturday, June 18 the day you get to know your neighbours!

## Neighbour Day Ideas

Here are a few ideas on how you and your neighbours can celebrate Neighbour Day:

- host a [block party](#)
- have a neighbourhood picnic at a [local park](#)
- host a neighbourhood potluck or front yard BBQ
- host afternoon tea in your backyard
- parade of lawn parties
- hold a street chalk drawing competition
- grab a [Litter Cleanup Kit](#), get together and tidy up your park or natural area
- help your neighbour with their [spring cleaning](#) or [gardening](#)
- or make up your own way to celebrate community spirit in Calgary!

The idea is to meet neighbours, make new friends, have fun and maybe work together on a project that benefits the entire community.

Get together in your yards, in the common areas of your building, your local park, or take the party to the streets to celebrate Neighbour Day!



# Sign-up & Plan Your Neighbour Day Event

Planning your Neighbour Day event is fun, easy and a great way to meet your neighbours! Here are four quick steps to get you started:

## STEP 1

Reach out to your neighbours to help plan your event. Together, determine the type of event you want to have. This could include hosting a block party, organizing a picnic at your local park or lending a helping hand to tidy up a local green space. You decide!

## STEP 2

Have the initial details of your event in place? [Sign-up for Neighbour Day and make it official!](#)

\*\*Did you know that you can invite the mayor or your councillor to your community party? Would the neighbourhood children get a kick out of having a shiny red fire truck or official police car at your event?

- [Submit an invitation request to the Mayor.](#)
- To invite your Councillor, send an email to [councillorweb@calgary.ca](mailto:councillorweb@calgary.ca).
- To invite the Calgary Police Service, send an email to [cps@calgarypolice.ca](mailto:cps@calgarypolice.ca).
- To extend an invitation to the Calgary Fire Department, [request a City Service at 311 Online Services](#). Select 'Fire Dept. - Fire Truck Booking' in Service Type menu.

## STEP 3

Thinking of closing your street or hosting your event at the local park? Make sure to secure your FREE [block party permit](#) or [green space permit](#) by May 27. When filling out your permit application, please read the [procedures and complete a block party petition form](#) to ensure your event qualifies.

**Note:** [Please sign up for Neighbour Day before requesting your permit.](#)

## STEP 4

Start planning with your neighbours. [Visit the Neighbour Day Tools & Resources](#) page for event templates and a sample checklist.

*\*\*Note: We will do our best to accommodate all Neighbour Day invitations but due to the large amount of requests we cannot guarantee specific attendance at this time. You will receive a response to your invitation prior to the event.*





## Do I Need a Permit?

The City of Calgary requires citizens to obtain a [block party permit](#) prior to closing a roadway for entertainment purposes.

If you are organizing a Neighbour Day event in a City park, visit [green space bookings](#) to obtain a permit.

Please submit your Neighbour Day block party and/or green space permit application by Friday, May 27.

### Permit Fees

The City is waiving the \$25 fee for [block party permits](#) and [green space bookings](#) for all approved events that take place on Neighbour Day (June 18).

Even though the fee for approved events is waived, proper permits are required to help ensure the safety of those individuals in attendance and to help identify any potential scheduling conflicts.

### Examples of scheduling conflicts could include:

- Your neighbours are moving and need access to the street for their moving truck
- The picnic space at the park has already been reserved by another group
- The street is being closed that day for scheduled City maintenance

### If Applying for a Block Party Permit

Before applying, be sure to read the permit procedures and complete a [block party petition form](#) to make sure your event qualifies. Please note that **the petition must be signed by the majority (80 per cent) of residents on the block** including their names and addresses.

Once your permit has been approved, you'll need to make arrangements to [pick up your road barricades](#).



## Invite the Mayor, Councillor, Police and Fire Units

Did you know that you can invite the mayor or your councillor to your community party? Consider including some of your local heroes in the Calgary Police Service or Calgary Fire. They'd love to join your event!

To extend an invitation, [submit a request as part of your official Neighbour Day sign-up](#).

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