CITY OF Cuyahoga Falls
MAYOR DON WALTERS

SAMPLE BLOCK PARTY PLANNING GUIDE

Connect with your neighbors for a low-key block party full of good vibes, shared snacks, and simple fun. No frills needed—just friendly faces and a chance to connect!

Planning

- ☐ Pick a date & time
- ☐ Talk to neighbors & gauge interest
- ☐ Choose a location (yard, driveway, or street*)
- ☐ Make a flyer or start a group text to spread the word (fillable flyer templates available)
- ☐ Make a list of things you want to see there (ex: food, music, games)

*Want to block your street? See the “City Permit Checklist” section.

Logistics

- ☐ Ask Neighbors to help bring what is needed. You don’t need to do this alone!
- ☐ Tables, tents, chairs
- ☐ Coolers or water jugs
- ☐ Trash & recycle bags/bins
- ☐ Do you want a RSVP? (Ex: text, email, Signup Genius or Google Forms)
- ☐ Go potluck-style - ask everyone to bring a dish, drink or snack
- ☐ Offer the basics for example: Water, popcorn and chips
- ☐ Ask a different neighbors to bring utensils
- ☐ Do you want a food sign-up sheet? (Ex: text, email, Signup Genius or Google Forms)
- ☐ Barriers are provided by the City once a block party application is approved

Activities

- ☐ Borrow or bring lawn games (chalk, cornhole, ladder golf)**
- ☐ Make a kids corner (bubbles, coloring, chalk, blocks)
- ☐ Make a family friendly playlist and set up speakers

**The City has bins that will be dropped off with the barriers that includes a few lawn games, available on a first come, first served basis.

Community Help

- ☐ Ask local businesses for small donations (gift cards, snacks, volunteers)
- ☐ Invite police, fire and city council

Cleanup

- ☐ Recruit volunteers for cleanup duty
- ☐ Have trash & recycling bins ready
- ☐ Send a thank-you note, text or message to everyone after

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City of Cuyahoga Falls: Block Party Street Closure Checklist

To legally close a street, complete these at least 10 days before your party:

- Submit the Block Party Permit Application
  - Available from the City of Cuyahoga Falls
- Complete the Barricade Deposit Form
  - Barricades are delivered Friday before the event
  - Picked up the following Monday
- Collect Neighbor Signatures
  - One adult per household whose driveway is affected
  - You must gather signatures from 60% of those affected
- Submit a $50 Equipment Deposit
  - Check or money order only (no cash)
  - Payable to: The City of Cuyahoga Falls
- Return All Forms To:
  NECCO
  Neighborhood Excellence, Communications & Community Outreach
  2310 Second Street, Cuyahoga Falls, OH 44221

Submit These Items Together:

- Block Party Permit Application
- Barricade Deposit Form
- Required Signatures List
- $50 Equipment Deposit

For the Block Party Application visit cityofcf.com/permits-applications-forms

Questions? 330.971.8208 - necco@cityofcf.com

cityofcf.com

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