



NEIGHBOURHOOD CONNECT EVENT GUIDELINES



Communities thrive when we care about each other and our neighbourhoods.



"There are no strangers here only friends you haven't yet met."

William Butler Yeats



Let us help you make your event a success.



Stony Plain Community and Social Development
#107, 4613 – 52 Avenue, Stony Plain, AB T7Z1E7
780-963-8583 • E: connect@stonyplain.com
www.stonyplain.com/connecting

WHAT IS A COMMUNITY EVENT?

Any event, large or small, where everyone from a neighbourhood is invited and brings people together is a community event.

Make your event as unique as your neighbourhood. Register your event 3-4 weeks before your event, and you could receive additional support for your event.

Let us help you to get your community together.

WHY GET TOGETHER?

Helps us feel safe

Neighbours who know each other are more likely to watch out for one another.

Boosts our health

Neighbourhoods that are safe, clean, welcoming and supportive, create healthier communities and healthier people.

Makes us happy

Communities that are open and accepting foster feelings of belonging and closeness.

Helps young people

Supportive neighbourhoods help develop youth leadership, success in school, healthy behaviours and acceptance of diversity.

Builds community

Neighbours who care about each other have the power to make a difference in the community when they come together.



SPRING / SUMMER IDEAS

- Block party
- Sporting activities such as soccer, road hockey, softball, etc.
- Plant or seed exchange
- Neighbourhood clean-up
- Fun fair or carnival
- Family Olympics
- Bike or pet parade
- Backyard theatre
- Outdoor musical jamboree
- Build and fly a kite day
- Garden tours
- Scavenger hunt
- Charity garage sale
- Neighbourhood art project
- Build birdhouses, bat houses, flower boxes

FALL / WINTER IDEAS

- Pumpkin carving festival and potluck
- Harvest party
- Snowman or snow fort competition
- Ice sculpture competition
- Hockey game/ mini tournament
- Milk jug/jam can curling bonspiel
- Book exchange
- Themed parties such as Country/Western, Hawaiian Luau, Christmas, New Year's etc.
- Bonfire and flashlight treasure hunt
- Snow soccer or other summer games played in the snow
- Skating or sledding party
- Winter carnival
- Maple syrup festival

STEPS TO PLAN YOUR EVENT

1

Let us help.

We are here to help support your event. Contact us at 780-963-8583 or connect@stonyplain.com

2

Pull in neighbours.

Together the job can be done faster and easier.

3

Pick a location.

Yard	House
Garage	Garden
Park	Green Space
Street	Cul-de-sac

4

Pick an event type.

See ideas on above.
Be creative!

5

Plan food.

Barbecue	Picnic
Potluck	Cook-Off
Bake Sale	Campfire
Catered Dinner/Food Truck*	

**Stony Plain Business license required*



GET TOGETHER CHECK LIST

4-6 weeks before

- ☐ Discuss with neighbours to determine interest, support and pick an event type
- ☐ Choose location, time, date
- ☐ Create a budget
- ☐ Plan games, entertainment & activities

3-4 weeks before

- ☐ Submit an application to Stony Plain Community and Social Development and book resources
- ☐ Obtain permits from Stony Plain (Road Closure, Fire, etc. if applicable)
- ☐ Advertise and send out invitations

1-2 weeks before

- ☐ Schedule a follow up meeting with your planning committee to see what still needs to be done and create a to-do list
 - ☐ Make signs for parking, fire extinguishers, first aid stations, washrooms and emergency access
 - ☐ Obtain liability insurance
 - ☐ Pick-up event supplies and materials.
- Remember to Shop Local!**

Day of event

- ☐ Designate areas and set up food tables, games, BBQs, coolers, garbage cans, tents, barricades, toilets, etc.
- ☐ Install signage
- ☐ Set up a table with greeters to welcome guests and have sign-up sheets for future networking like babysitting, walking, crime watch etc.
- ☐ Post the day's event schedule and make announcements
- ☐ Have fun, make new friends and enjoy the day!
- ☐ Take photos

After the event

- ☐ Clean up, ensure all garbage is picked up, barricades are taken down, and signs removed

**SHARE STORIES OF YOUR
SUCCESS WITH US!**

@stonyplain

#NeighbourhoodConnect



BLOCK PARTY ~ SCAVENGER HUNT ~ PLANT EXCHANGE ~ BOOK EXCHANGE~
STREET HOCKEY TOURNY ~ **YOU NAME IT, IT'S YOUR EVENT** ~ BLOCK SALE ~
BIRDHOUSE WORKSHOP ~ CLEANUP PROJECT ~PUMPKIN CARVING ~