

**Now, You Can
Host Your Very
Own Event!**



Scan the QR code for
more ideas and resources
for planning a large event.



**CITY OF
CAMBRIDGE**

Peace
Commission

How to Plan Large Events for Your Community

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Code:



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First Steps

This guide will take you through the permitting and planning processes for block parties and park events. The first step is to decide if you want to host your party in the street or in a park.

This permit process for the park is different from block parties.

For park events, go to page 2



For block parties, go to page 3 and 4



Activities and Food

For some ideas about what to eat and do at your gathering:

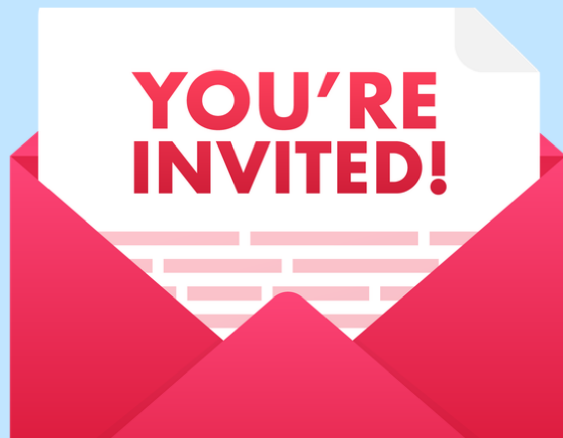
- Snacks and drinks are always fun! Or ask neighbors to bring a dish potluck style! Be mindful of different food allergies and dietary restrictions, and don't forget napkins, cutlery, plates, etc.
- Ice breakers are great conversation starters
- Pre planned games keep everyone mingling and having fun



Getting The Word Out

Make sure to invite your whole neighborhood. The more the merrier! There are multiple ways to effectively advertise your event:

- Flyers
- Door knocking
- Conversations with neighbors



Park Permit

A park permit is what allows you to have priority to use certain areas of the park to throw an event. You should apply for the permit at least 3 weeks in advance of the party!

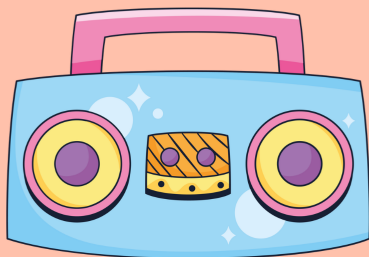
Scan the QR code for more information.



Block Party Permit

A block party permit is what allows you to close off a street that you live on and throw a party. In order to apply for a block party permit, you must NOT live on a street with a bus route. You need to apply for the permit at least 2 weeks in advance of the party!

Scan the QR code for more information.



Grants and Play Streets

If you are throwing a block party, you can fill out a Block Party Resources Request!

This gives you access to:

- a small grant to support your expenses
- Play Streets: kits for all ages with games, sports equipment, and activities to get neighbors playing together!

Scan the QR code to apply and get more information!

