



# 2018 Neighborhood Month Event Kit



*Neighborhood Month is a month long celebration of unity and neighborhood pride hosted by City of Roanoke Neighborhood Organizations.*

*Neighborhoods are a cause for celebration because not only are they the 'Heart of Roanoke' but where we live, work, and play.*

*Take this opportunity during the month of May to get together with your neighbors and celebrate your neighborhood for we have much to celebrate!*



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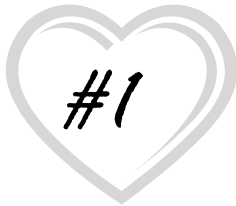
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# **How To Host A Neighborhood Month Event In 10 Easy Steps**

*Whether you are holding a block party, coordinating a beautification project or hosting any other type of community event, it is crucial that your planning be well organized. Follow these steps for organizing a successful event, no matter what type of event you are planning.*



## **Appoint an event chairperson**

The Chair is the coordinator of the event. A Chair must make sure that everyone is doing the assigned tasks so that everything is done for the event. The Chair should work with the event committee and volunteers to make all the necessary arrangements.



## **Set up a committee**

A committee makes organizing much simpler. Projects should be broken into pieces, with people assigned to each of those tasks. The Committee members each have specific tasks to complete in order for the event to be successful. The committee should meet regularly to discuss their progress. The size of the committee will depend on the size and nature of the event.



## **Decide on an event**

Select an event by evaluating your organizational goals and what will work for your neighborhood or organization? Think about what kinds of activities will neighbors/members support? They could be events that inform & educate the community on different issues, fundraisers, cultural, social. Events that publicize your neighborhood association, generate community support, or bring neighbors together. Consider the costs associated with the event you select. No event is too small.....or too large !



## **Define committee tasks and budget**

The committee should list in detail what it has to accomplish. The list should include each task, the person responsible, the date scheduled for completion, the estimated cost, and identification of potential financial resources.



## **Develop a timetable**

This is a crucial step since there are always deadlines that must be met along the way. Some tasks must be completed because others depend on their completion. Set up a weekly schedule. Determine the dates by counting backwards from the date of the event. Give yourself more time than you think you need. Determine what city permits and/or applications you need and submit them. Complete the Neighborhood Month Event Registration Form and submit it no later than **April 20, 2018** to take advantage of free promotional activities as some require a 2 week advanced notice.



### **Recruit volunteers**

Try to involve as many people as possible. For most community events, there is usually something for everyone to do...including children! The more people involved, the less the burden falls on any one person. When volunteers work on an event, their commitment to that event (and to the organization) increases.



### **Publicize the event**

Use newspapers, radio, TV, community newsletters, flyers, bulletin boards, press releases, etc.. Submit your Neighborhood Month Event Registration Form by **April 20th** to take advantage of the free promotional opportunities. Submitting the form guarantees ensures your spot on the Calendar of Events. Think of the ways that your neighborhood learns about news and events. Use the local businesses and gathering places as a conduit for information. Be creative!!



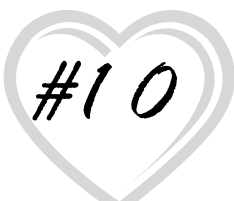
### **Prepare for and hold the event**

The better organized, the better the event. The more prepared, the easier it is to put on a successful event. Events take work. If you need volunteers for event day, make sure you get enough people ahead of time to help out on the day of the event. But don't forget to let them enjoy the day, too!



### **Clean up and give thanks**

The event is not finished when the public goes home. Make sure there are volunteers to clean up afterwards. Remove all signs and posters. Be sure all organizers and sponsors receive thanks, both at the event and afterwards.



### **Evaluation**

Soon after the event, while everyone's memories are fresh, evaluate your event. Discuss what worked, what didn't, and what you could do better next year.



# Why Participate?

## **What's in it for you?**

- Opportunity to involve your organization as a key part of the neighborhood it serves
- Opportunity to increase neighborhood awareness of your organization
- Opportunity to be a catalyst to increase the quality of life in nearby neighborhoods
- Opportunity to help bring neighbors together
- Opportunity to reach out to youth
- Opportunity to reach out to seniors
- Opportunity to reach out to families
- Opportunity for non-organization members to get to know some of your members in an informal setting

## **What you can do:**

- Clean-up beautification project involving your organization members and others in the community
- Fund-raiser to help those in need (car wash; yard sale; bake sale, etc.)
- Neighborhood event – team up with civic organizations, non-profits, faith-based, or other neighborhood organizations to assist a worthy cause on behalf of Roanoke Neighborhood Month

## **Two approaches you can choose:**

- Involve just your organization members, which can help create further unity and fellowship within the organization
- Involve other members of the community as well, thereby extending your fellowship beyond organization boundaries

## **Next steps:**

- Decide on the type of event you would like to do
- Decide on potential partners in the community
- Decide on a date for your event
- Complete Neighborhood Month Event Registration Form
- Roanoke Neighborhood Services can help answer your questions by calling 853-5210



# Neighborhood Month Event Ideas

## Neighbor

Start a neighborhood garden plot or garden club

Get to know your neighbors

Attend other Neighborhood Month events

Perform random acts of kindness

Hold an Open House for your neighbors

Volunteer

Drive slowly on residential streets

Start a neighborhood association

Visit with a Senior

Join your neighborhood association

Start a Neighborhood Watch

## Neighborhood

Organize a neighborhood clean up of parks/streams

Flea Market

Plant flowers or trees  
Erect a neighborhood sign

Have a children's or a neighborhood parade

Partner with your neighborhood school for a joint event

Community Yard Sale

Host an event with the Unity Commission

Hold a social function (barbecue, fish fry, and ice cream social)

Organize Home or Garden Tour  
Paint a Senior's House  
Health Fair  
Pet Day or Party  
Pool Party

## Business

Schedule a clean up with your employees around your business

Offer neighborhood discounts on services

Groundbreaking Ceremony

Schedule a special Neighborhood Month Sale

Donate labor or materials to support Neighborhood Month activities

## Faith-Based

Schedule a clean up around your faith-based Pancake Breakfast

Fish Fry

Start a tutoring program  
Blood Drive

Engage your neighborhood youth in an activity

Open House

Cook Out  
Food Drive  
Car Wash

Yard Sale  
Paint a Senior's House

## Community

Park Clean Up  
Community Ctr. Social

Family Festival  
Water Clean Up

Picnic/Cook Out  
Carnival

Parade  
Yard Sale

Home Tour  
Garden Tour

Arborist Walk Around  
Car Wash

Beautification Projects  
Stream Clean Up

Historic Tours  
Adopt A Spot

Plant Flowers  
Block Parties

Pool Party

## Youth

Beautification Projects  
School Activities

Clean Up  
Mentor Day

Puppet Show  
Kids Flea Market

Playground Activities with  
Police Officers

Adopt A Grandparent  
Teen Baby-sit

Visit a Nursing Home  
Bicycle Rodeo

Community Safety Festival

Fire House Open House  
Swim Meet w/ another neighborhood pool

Pool Party

## Seniors

Help a Senior Day

Card Tournament

Seniors Aerobics Rally

Senior Walk/Run

Senior Story Telling

Adopt A Grandchild

Antique Car Show

Senior Dance

Clean Up with Teens  
Helping Seniors

## Cultural

Concert

Art Show

Craft Show

Music Festival

Book Exchange

Plant Exchange

Country Hoe-Down

## Sports

Walk for Charity  
Fun N' Games Day

Baseball/Softball Tournament

Tennis Tournament  
SportsFest

5KRace

Competition with another neighborhood



# Event Ideas from Roanoke and Other Cities



**Wasena Neighborhood Forum Safety Day:** Come meet the USA's #1 crime-fighting dog, McGruff. Kids can have an ID card made. See a fire truck up close! Free smoke detectors while they last. Register your bicycle with the police. Representatives from Roanoke Fire/EMS, Police, Valley Metro, and the Wasena Neighborhood Forum will be available to answer your questions and educate you about being safe at home and on the street. Refreshments available.



**Bradner Gardens Park Work Party:** The Friends of Bradner Gardens will launch the gardening season with a work party on Neighbor Appreciation Day. All are welcome! Dress for the weather and bring your gloves.



**Airlee Court Neighborhood Watch Neighborhood-Wide Yard Sale.** Airlee Court Neighborhood Watch Association conducted a 24 block neighborhood yard sale consisting of over 94 individual yard sales. Bring your shopping bags.



**Greater Madison Valley Pancake Breakfast:** Friends and neighbors of the Bush School, Martin Luther King, Jr. Elementary School, and the Greater Madison Valley Community Council are invited to a free pancake breakfast on Neighbor Appreciation Day.



**Green Lake Community Center Open House & Free Swim At Evans Pool:** Seattle Parks and Recreation invites you to a Neighbor Appreciation Day open house at Green lake Community Center. Cookies and coffee will be served. Evans Pool will offer a free public swim from 1:30-2:30 p.m.



**Seattle Center Free Skate:** In honor of Neighbor Appreciation Day, and for the sixth year in a row, Seattle Center and the Seattle Thunderbirds are sponsoring a free skate at the Key Arena. Tickets for each 40-minute session will be distributed on a first-come, first-served basis beginning at 10:30 a.m. Skaters must have a ticket to skate. A limited number of ice skates will be available, but skaters should bring skates if they can.



**South Leo Street Neighborhood Celebration:** Description: An informal group of neighbors on the 5600 block of South Leo Street will gather for a work party, open house, and special recognition on Neighbor Appreciation day



**Mayfest @ Cameron Wood:** Day Long festival including the following events; Tennis Round Robin, DJ & Dancing, Petting Zoo, Refreshments, Bingo, Pool Games, Face Painting, Pool Games, Finernail painting, Police & Fire Swat Teams, Magician, Food Buffet, Ice Cream Truck





**Neighborhood history display and "Best of Lyon Village" competition** at the Lyon Village Community House. Entries included best decorated cakes, best photographs of life in LV, best brownies, etc. Prizes were ribbons. The history presentation was done by our resident Historian, Batty and featured pictures and newspaper items from our past.



**Old Southwest, "Researching What is Special About Your Old House"**: Old Southwest, Inc. conducted a workshop in partnership with Staff of the Virginia Room of the Roanoke Public Library to help residents research the history of their historic home.



**Book Exchange.** People brought books and took books. Leftovers were donated to the Arlington Library and to groups looking for books for children. Special Events



**Ice Cream Social and Band Concert .** One year the W&L Band and Swanson Jazz Band played. Another year several bands from W&L. The band directors from the schools put it on the schedules. We made ice cream sundaes (fresh strawberry and chocolate). Everything was free. We passed the hat for donations and collected hundreds of dollars for the schools.



**Bike registration.** This was done in combination with the Ice Cream Social. The registration was led by the police (Heather Hurlock). People brought bikes and registered them prior to the event. We may expand this to a registration and bike rodeo (that teaches bike safety).



**Square Dances.** We have done this many times. Fall is the best time. We hire a caller and provide cider and some snacks. (Snacks are provided by people who attend.) No square dancing experience is needed; the caller teaches people what to do.



**Sock Hop.** We got a deejay and had a 1950-60s sock hop. Minimal charge, something like \$2 to cover the deejay. King Kong (16 mm film). Kids sat on the floor with blankets and ate popcorn. The library rented the projector and they had some films.



**Game Night.** People brought board games and some snacks. We ordered some pizzas. Chili Dinner Pot Luck. We provided the chili. People brought side dishes, breads, salads, and desserts to share. Cost was \$1 per person.



**Code Enforcement Tour.** We asked people to identify problem properties. We provided the list to the Madison County, WI Code Inspector and she did a Code Walk with the neighbors. Along the way, other issues were noted. The goal was to understand what was/wasn't a code violation and what steps the County was taking.



**Loudon-Melrose Neighborhood Organization FREE Flea Market:** There is no better flea market than one where everything is FREE! Bring no money \$\$\$, only yourselves!



**Franklin Farms, Oak Hill, VA:** Organize tree plantings with a goal to create a 35-foot riparian buffer along our stream banks. The seedlings, all native to the area will grow to resemble a forest and serve to improve water quality, lower the water temperature, prevent flooding, provide wildlife habitat and add aesthetic and psychological benefits.



**Young Art Fair:** The Young Art Fair offers pre-registered artists the chance to set up a table and sell their arts and crafts and display their pieces for judging. Artists must be between the ages of 12 and 18 years old and submit a registration fee of \$15. Judges grade the artists and prizes are awarded in the following categories for each age group: 2D, 3D and Jewelry and Decorative Arts.



**Battle of the Bands:** Bands whose members are all between the ages of 12 and 18 years old are encouraged to submit an application and demo tape for the annual Battle of the Bands. The Young At Art Committee selects six bands to perform and compete on stage.



**Greater Raleigh Court Block Party:** A great opportunity for neighbors to get to know one another, residents to learn about the community and community resources, and families to enjoy music, games, activities, and food. Free to the public. The following attractions were featured: live music, community information and resource tables, free food, games, and activities for kids



**Teen Council:** The McAlester-Groveland Community Council's Teen Council involves youths ages 12- 18 who are interested in making a difference in their community. This youth led group works on issues pertaining to the McAlester-Groveland neighborhood. In the context of monthly meetings and special events, teens who live or attend school in the McAlester-Groveland area have the opportunity to:

- Discuss with peers what's important to them.
- Identify issues of interest or concern.
- Participate in problem-solving and brainstorming to address neighborhood issues.
- Plan events that are fun and meaningful for teens.
- Meet others in their community.
- Be actively involved with a group that is run by teens, is for teens, and supports teens and their community.



**Randall Park Neighborhood Night Out:** Fun Family Event for those who reside in Randall Park or those who wish they did. There will be free ice cream cones and cotton candy, games for kids, prizes, live music, and lots of real friendly folks to visit on a beautiful summer evening, Wednesday, May 12 starting at 6:00 p.m..





**Cookies for Community Cops:** This was done in combination with the Holiday Party. We asked for people to make homemade cookies with the goal of providing a plateful to each officer in the 2nd District. About 50 Lyon Village families donated goodies and we delivered 45 plates of homemade cookies to police officers in District 2 as a thank you from Lyon Village residents for their community policing efforts.



**Spaghetti Dinner fundraiser for the Community House:** Tickets are about \$7. This includes spaghetti (not all you can eat), garlic bread, salad, and punch. People can have wine too. Most make a donation for this. Decorated the Community House and created just the right atmosphere for macaroni mania. We collected a record \$905 at the door. After expenses \$582 will go to the Community House fund!



**Neighbor Appreciation Day at the Seattle Aquarium:** In celebration of Neighbor Appreciation Day, join the Seattle Aquarium for special talks, tours, storytelling and a craft activity for children. The Aquarium is open 10 a.m.-5 p.m. Regular admission fees will be charged.



**Art Tile Work Party:** Eastlake community members and friends will paint commemorative and celebratory tiles for installation at the Lynn Street Park. A second workshop will be held on Saturday, May 7, same time, same place.



**Neighborhood Night At The Sonics:** Celebrate good neighbors all week long! The Seattle Supersonics are inviting neighborhood groups to come to a Sonics game (Seattle Sonics vs. Atlanta Hawks) at a discounted price on their first "Neighborhood Night." Seats will be discounted to \$10 each. Neighborhood groups will be featured on the ArenaVision during the game, and the neighborhood with the largest attendance will win Sonics t-shirts. There are no limits on who you can include in your group - bring members, employees, businesses, family, and friends! - but orders must be received at least seven days prior to the game.



**Prejudice Reduction Workshop:** The Puget Ridge neighborhood will hold a Prejudice Reduction Workshop on Neighbor Appreciation Day, facilitated by the National Coalition-Building Institute. Attendance is limited to Puget Ridge neighbors only; pre-registration is required. There will also be a sing-along and drawings for prizes donated by local businesses and neighbors.



**Queen Anne Helpline Open House:** The Queen Anne Helpline, an organization that helps neighbors in need, is holding an open house in its offices on Neighbor Appreciation Day. The Helpline cordially invites its neighbors, supporters, and anyone interested in volunteering to drop by for refreshments, meet the staff, see recent renovations, and learn more about their wide range of services to the community. Friends of Northeast Queen Anne Parks Community Party.



**Queen Anne neighbors** who are working to establish a new park at 5th & Blaine will work on trails, remove invasive plants, replant native species, eat soup, and make friends!



**Oak Square Hidden Gardens:** Have you ever wondered what goes on behind gates to the backyard? This is your opportunity to find out. Selected residents of the Oak Square/Faneuil area have agreed to let us view their gardens as part of a neighborhood-wide self-guided tour. Saturday, July 15, 10AM - 4PM (rain or shine). Organized by the Brighton Allston Historical Society. Tickets will be available the day of the event at the Community Pharmacy (42 Faneuil Street), but there is a discount if you call 555-8888 and order in advance.



**Ethnic Festival:** The 18th annual Allston Brighton Ethnic Festival was held today at the Jackson Mann School in Union Square, Allston. Despite hot, muggy weather, there was a good showing. The festival featured food, music, and crafts from around the world. There were children's activities, an art contest, international cuisine from community restaurants and live performances from Edwin Pabon y Su Orquesta, Jahmala, Mamadou Diop and the Jolole Band.



**Funky Auction:** Faneuil Branch Library held it's 12th annual Funky Auction on Thursday. The Auction raises money to help fund and maintain the Library and it's many valuable programs. Congratulations to Steve Barnette of The Community Inn whose high bid won him a webpage on NeighborhoodSquare.com...coming soon! Check out the website to read more about the auction.



**Melrose-Rugby Neighborhood Forum Fish Fry:** The Melrose-Rugby Neighborhood Forum will be having their renown fresh fish fry and bake sale to tantalize the most discriminating taste buds. The event will be held at the Melrose-Rugby Neighborhood house at 1730 Orange Ave, NW from 11am until we run out. Menu includes: fish, bread, choice of chips or cole slaw, and dessert. Carryout available.



**Oak Square Spring Cleanup:** Oak square had it's Spring grooming Saturday. The annual Spring clean is spearheaded by the Friends of Oak Square, and volunteers showed up to sweep, rake, weed, and pick-up loose trash on our little common. Thanks to Ken Cronkite and the Parks Dept. for providing brooms, shovels, etc., all the volunteers, local merchants, James Bichel of the Community Pharmacy, and Winn Dixie for providing refreshments. Hope to see you next Spring!



**Pot Luck Picnic In The Park:** On Saturday May 17th, more than 75 residents of Linkhorn Cove turned out for our first annual Potluck Picnic in the Park! The premise was simple...show up at the Park with a picnic for your family and a dish to share with your neighbors. Extra dishes could be anything and nobody coordinated anything! What an opportunity for neighborhood residents to come out to meet your neighbors! Game activities will be provided for kids! Let's make this year's event better than last year's! more information and to register, contact Camp Libby at 555-784-5555 or 1-565-664-5555 between the hours of 8:30 AM and 5 PM, Monday thru Friday.



## How Do I Participate?



Complete Neighborhood Month Event Registration Form available online at: [www.roanokeva.gov/neighborhoodmonth](http://www.roanokeva.gov/neighborhoodmonth) or contact Roanoke's Office of Neighborhood Services by calling 540-853-5210 no later than **April 20, 2018** to take advantage of the free promotional opportunities.



If your event includes the giving away or selling of food you will need a Temporary Food Permit. For more information on food permits call Kathy Hartman of the Environmental Health Department at 857-7800, x124 or visit them at Virginia Department of Health, 227 South Pollard St., Vinton, VA 24179.



If you are planning an event that requires a street closure for a block party; live or amplified music; carnival or amusement rides; or will require Police or Fire Department personnel, you will need to obtain an Assembly Permit which is available online at [www.roanokeva.gov/publicworks](http://www.roanokeva.gov/publicworks).

In addition to an Assembly Permit, for use of a park and/or park shelter, you will need to obtain a Park/Park Shelter Reservation Request from Roanoke's Parks and Recreation Department, 215 Church Avenue, SW, Room 303 North, Roanoke, VA 24016, 540-853-2236.

# Neighborhood Month Event Registration Form



**Register your event by April 20, 2018 by completing  
and mailing your registration to:**

Office of Neighborhood Services  
215 Church Avenue, SW, Room 312 North  
Roanoke, VA 24011

Phone: 540-853-5210 Fax: 540-853-6597  
**or email your event-related information to**  
[neighborhoods@roanokeva.gov](mailto:neighborhoods@roanokeva.gov).

Neighborhood Organization : \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Type of Event:  Festival  Social  Dedication  Service  Fundraiser  Parade  
 Cultural  Fair  Sale  Other \_\_\_\_\_

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many volunteers will be involved with your event? \_\_\_\_\_

How many participants do you anticipate at your event? \_\_\_\_\_

**For additional information please contact  
Office of Neighborhood Services at 853-5210**

***\*\*\*Please fill out one event sheet for each event you are hosting.***

***To take full advantage of FREE promotional opportunities for your event (including official calendar of events) please submit this form no later than April 20, 2018!***