



## Planning Guide

1. **Talk with your neighbors so you have help with planning, advertising, and organizing the event** - the more the merrier!
2. **Plan your "party with a purpose"**. Decide what type of event you want to have.
3. **Pick a time and a place**. The most common choice is someone's yard, a "closed" street, or a nearby park.
4. **Complete a [special event permit](#)** if you want to block off a public street.
5. **Complete a [park use form](#) and fax it to Parks at 970-221-6849 to use a neighborhood park**. Contact the Parks Department at 970-221-6660 for more information.
6. **Register your event with Neighborhood Services**, by September 1st.
  - o **Online registration will open in Summer 2020**. Please call our office if you need help registering your event - (970) 224-6046
  - o The first 100 NNO events registered will receive a \$25 gift card for their event needs.
  - o Events registered by the September 1st deadline will be added to a map of all NNO events. The map will be given to Police Services, Poudre Fire Authority, City Councilmembers, and City staff for potential drop-in visits.
7. **[Visit our grants page](#) to apply for a NNO grant**.
8. **Spread the word** - invite your neighbors to participate! Neighborhood Services is happy to make free copies of your flyers and invitations.
  - o Knock on doors and deliver flyers

- Include an invitation in your neighborhood or HOA newsletter
- Get the word out on social media. Include the hashtag **#FoCoNightOut**
- Send a message through your neighborhood email distribution group or Nextdoor App
- Post information on your neighborhood or HOA website

9. **Encourage neighbors to bring something to the event.**

- Lawn chairs, tables, potluck items, BBQ grills, outdoor games, or ice cream toppings
- Reusable plates, cups, bowls, and utensils to create a zero waste event