

SyracuseUrbanism.org



The Syracuse Urbanism Collective strives to build access to human-centered, walkable, vibrant communities and spaces for all.

- Checklist**
- ☐ Start your application
 - ☐ Pick a day
 - ☐ Find music
 - ☐ Spread the word (and get signatures)
 - ☐ Invite everyone!
 - ☐ Consider Safety
 - ☐ Submit application*
 - ☐ Set up

Take Notes here

Disclaimer:
This guide is for Syracuse's permits. Ask how to organize them elsewhere by finding your local permit office

BLOCK Party!

Meet your neighbors,
make new friends,

&

Celebrate with your
Community

A guide from your friends
The Syracuse Urbanism Collective

Day:
Area:
Music:
Food/Activities:
Support people:
Remember...

1) Start your application



This guide will help you plan your answers for the block party permit

2) Pick a day

We recommend a day at least a month from when you turn in your application to allow time for processing

3) Find music

If you plan on a stage or sound system for a local artist say so on your application or just hook up a speaker to a phone - it's your party make it how you want it

4) Spread the Word (3 Collect signatures)

Go door to door on the block, share the plan, if they agree have them sign the petition (Found in the QR code)
*you need 75% to agree

5) Invite everyone

- Print flyers at the library
- Post on social media & neighborhood groups
- Add copy of the flyer to the application
- Ask people to bring something they would like to have at the party
 - Food* / drinks / games

*Tip: Ask people to have allergen warnings on food they bring to keep everyone safe

6) Safety Considerations

- How many people?
- Will there be alcohol?
- Where will the first aid kit be?
- Where will the street be blocked off with the barricades?
(they will need to be manned)

7) Submit your application

The central permit office will follow up with you

8) Set up*

- Put up 3 man barricades
- Set up food table & music
- Recruit people for clean up

* Work as a team to get this done