

# Neighbourhood Activity Guide

*Tips and ideas to plan and enjoy neighbourhood gatherings.*

Festival of Neighbourhoods Founding Partners



Social Development Centre  
— WATERLOO REGION —

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care communication construction community

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Welcome!

Thank You!

Thank you for using this manual for tips to bring your neighbours together. You are taking an important step to making your neighbourhood a better place to live. By bringing your neighbours together, you help build relationships that will help foster a healthier, safer and more fun neighbourhood for everyone!

Who We Are

[Festival of Neighbourhoods - Kitchener](#) is a supportive incentive program that encourages people in Kitchener to organize inclusive activities that bring neighbours together to get to know one another. Festival of Neighbourhoods - Kitchener invites neighbourhoods who have held eligible gatherings in Kitchener any time from October 1st to September 30th to [register](#) their gathering(s) to be included in the Festival of Neighbourhoods Kitchener Finale draw for the City of Kitchener \$20,000 capital improvement grant.

Principles of the Festival of Neighbourhoods

- Activities are led by one or several neighbours
- The geographic neighbourhood boundaries are defined by the activity organizers
- Everyone within the defined neighbourhood is invited, and no one is excluded
- The gathering brings the neighbours together face to face and builds social connection within the neighbourhood
- The gathering is free to all

How to Use this Guide

In Kitchener, Ontario, Canada

Most tips in this guide can be of use to anyone outside of Kitchener, Ontario, Canada interested in planning a neighbourhood activity. If you do not live in Kitchener, we encourage you to contact your municipality, community organizations and neighbourhood associations to learn what they could offer to support you in holding your own neighbourhood gathering, including information, permits, resources or funding! For neighbourhood organizers living in Kitchener, the Festival of Neighbourhoods [Useful](#)

[Contacts and Local Resources](#) and the [Neighbourhood Activity Trunk](#) are very useful resources.

## Hyperlinks and Further Resources

Finally, you will find all over this guide hyperlinks to Festival of Neighbourhoods resources and more. Click on them to quickly access the subject matter at hand. There will be a screenshot on each of the links that will let you know what you are accessing. You will find much of the back-up information in Section 3 - Templates, Resources & Forms. You can contact us for further information you may require. Our contact information is on the last page of this document.

## Section 1: The Basics of Planning a Neighbourhood Gathering

### Contents

Festival of Neighbourhoods Basics

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## *Festival of Neighbourhoods Basics*

Why Bring Neighbours Together?

Bring your neighbours together because you want to:

Know your neighbours

Feel safer in your neighbourhood

Become engaged in your community

Make your neighbourhood a nicer place to live

## *How Do I Decide What to Do?*

Bringing your neighbours together can be as simple or as elaborate as you want it to be. Every neighbourhood can take advantage of its uniqueness to hold activities perfectly suited to its character. Go to Section 2 for specific activities that have proven successful.

## *Who Do I Invite?*

Invite everyone in your neighbourhood! A true neighbourhood gathering includes everyone in your neighbourhood. Your neighbourhood can be just the street you live on, or the surrounding streets. It can

be the housing complex or the multi-residential tower in which you live.

Be inclusive, by inviting everyone in every household and consider any barriers that might stop them from attending, such as accessibility, language, and special diet requirements.

Regardless of how you are bringing your neighbours together, whether it is a potluck, a street party, a carnival or a clean up, there will be some key considerations for all gatherings.

This first section outlines some important tasks & considerations that you should take into account when organizing a neighbourhood get-together.

## *Tasks for a Successful Gathering*

### Organize

Decide on an activity. You might want to ask a few neighbours what they would be interested in, or you could consider what might work for all ages in your neighbourhood, or maybe there is an issue or a neighbourhood asset you could rally around.

### Set a Date

Set a date. Give yourself some time to bring it all together, and use a calendar to mark your deadlines.

### Recruit Helpers

Get others on board. The more people involved in the planning, the more likely they will be to participate and bring others along. You might have another neighbour who will give you support through this period. Approach your neighbours and get them involved as early as possible. Volunteers can help make the event a success. Consider how many helpers (including yourself) you will need to do the following:

### Invite Everyone

Invite everyone. Make and deliver invitations, announcements and posters. Use social media to invite the neighbourhood, where appropriate.

### Gather Supplies

Gather all the supplies beforehand, such as food, drinks, games, equipment, etc.

### Set-up & Clean-up

Set up on the day of the get-together & clean-up and return any borrowed items

### Activity Helpers

Run different activities - Someone to barbeque? Games? Music?

## *Getting Neighbours Involved*

### How to Ask Neighbours to Help

Keep in mind that as you recruit helpers, it is best if you share with them what tasks need to be done and let them choose. They might surprise you by taking on more than you were hoping.

### Volunteers in your household

The first place to look is within your household! Ask all the members of your household! They might have great ideas.

## Volunteers in Your Neighbourhood

Ask as well some neighbours that you know well. Knock on their doors and speak to them.

## Volunteers Help Find More Volunteers

They can also help you find more volunteers within your neighbourhood by volunteering to send calls for help within the neighbourhood.

This can also be a heads up to your neighbourhood that something is being organized.

## Youth

Get youth involved in the planning or tasks. High school students are often looking for volunteer experience to put on their resume. You can also offer community service hours, if applicable to your area, to high school students who are involved in planning and/or helping out with the gathering.

## Keeping up the Enthusiasm of your Helpers

Don't forget that in the planning stages, ideas and contributions from all your helpers can be very valuable and enrich everyone's experience. It is more fun for everyone that way.

# *Invite All your Neighbours*

## Ask Volunteers to Help with Invitations

Decide how to invite your neighbours. Inviting everyone in your neighbourhood is a very important task, and one in which you can use the support of volunteers.

## Talk it up!

The most effective way to invite your neighbours is to talk to them. Mention it to them when you see them, and also go door to door. Tell them about it and hand them an invitation. It is also a good time to recruit more helpers if you need any more. If no one is home, leave an invitation in the mailbox.

## Post Notices

Make some posters and place them where people can see them when they go for a walk. Streetposts, super-mail-boxes, billboards. Remember to place them in the recycling bin after the event day.

## Lawn Signs

Lawn signs can also be a good way to advertise. If you are from Kitchener, you may have received lawn signs if you registered your gathering with Festival of Neighbourhoods and attended the Festival of Neighbourhoods Finale in the past. You can re-use your lawn signs to advertise your next neighbourhood activities, placing them on your lawn where your neighbours can see them.

## Freestanding Signs

Is there a business, community centre or a place of worship in your neighbourhood that would be willing to advertise on their street sign?

## Sidewalk Chalk

Sidewalk chalk works great too! Write attractive invitations on the neighbourhood sidewalks, where everyone can see them.

# *Making Invitations*

## Who to Invite

Invite everyone in the geographical area of your neighbourhood, as you defined it. It can be one or

several streets, a multi-unit building or a housing complex. It is up to you. Count how many households are in your neighbourhood to know how many invitations to print and deliver.

Information to include on an invitation might be:

#### The Activity

The activity that will bring the neighbours together.

#### Date

The date, start and end times. It might also be appropriate to include a rain date.

#### Location

The chosen location. This should be a place where everyone can gather, either indoors or outdoors, and be easily accessible. If a street has been closed to traffic for the occasion, include that too.

#### The Request

Make a request in the invitation if there is anything that neighbours should bring along or do to contribute. For example, bring instruments to play, or bring a special dish to share.

#### Invitation Template

You are welcome to format our generic invitation for your purposes. Make your invitation as attractive as possible. It is more likely that people will read it and keep it if it is made with heavier paper, and in colour with a picture.

## *Being Inclusive*

### Invite Everyone in Your Neighbourhood

Inviting everyone in your neighbourhood helps to ensure that everyone feels truly welcome and builds a stronger community. Here are some tips to help you have a more inclusive neighbourhood gathering.

### Reaching Out to Youth

Get your neighbourhood youth involved. Consider having fun acts and attractions at the event such as clowns, fireworks, and/or music (possibly by youth). Consider planning physical activities -such as tug-of-wars, baseball, basketball, street hockey. Consider advertising using social networking websites such as Facebook, Twitter, and YouTube. Say hi to any young people who attend & welcome them. Offer community service hours (if applicable) to high school students who are involved in planning and/or helping out with the gathering. This is a great way to get volunteers!

**Including people who have different abilities**-Consider small things that will make it easier for people with disabilities to participate. For example, is the information about the event being distributed in large font or alternative formats upon request for people with visual-disabilities or for various reading skills?

Is the location of your gathering barrier free?

If the event is outdoors, is the ground level enough for people with mobility issues?

Look for tips on the internet or contact your local government for tips on how to make your neighbourhood gathering barrier free. [For further information about making your event inclusive, please refer to the \[Government of Ontario's Guide to Planning Accessible Events\]\(#\).](#)

### Reaching Out to Seniors

Consider ways to include seniors and support senior participation in neighbourhood events. Seniors might have limited mobility issues or other barriers to participating. Be attentive to their needs, offer them a comfortable chair if they want to sit, bring the food or the activity to them, or simply ask if there is anything that they need.

### People of Diverse Cultural Backgrounds

Be sure to include neighbours who may not have mastered English or who may not be familiar with the neighbourhood activity the neighbourhood activity. Can you make invitations in the spoken languages of your neighbourhood or simplify the English you use? Can you reach out to someone in the neighbourhood to help you with translations? You might want to encourage your neighbours to share their culture through the neighbourhood activity being organized. For example, if the activity involves food, music or dance, people from all backgrounds might have something special to share.

### Varied Diets

If food is being served, be aware that people from other cultures may not eat certain foods, so be sensitive to the diet preferences of your neighbours by ensuring that there is a variety of food choices, for example providing vegetarian options, is a good idea.

## Section 2: Ideas for Neighbourhood Activities

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Block Party

Book Swap

Neighbourhood Clean-up

Ice Skating

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Movies - Public Screenings

Plant Exchange

Time Capsule

Neighbourhood Yard Sale

Outdoor Games

## Ideas for Neighbourhood Activities

There are many ways to bring your neighbours together. In the following pages you will find some tips on how to organize specific gatherings or activities. There are many more activities, and your imagination is the limit. No matter what you choose to do, we encourage you to organize activities that are inclusive of all your neighbours, connects them face to face and builds social cohesion within the neighbourhood. Note: Some activities may require permits or licences (eg. road closures, serving food, selling goods, loud music) Check with your local authorities for the local by-laws and requirements. For Kitchener residents, access the Festival of Neighbourhoods' [Useful Contacts and Local Resources](#).

- Festivals
- Campfires
- Tree plantings
- Fun fairs
- Tobogganing parties
- Potlucks
- Fireworks
- Neighbourhood Halloween pumpkin displays
- Neighbourhood mini golf
- Neighbourhood flash mobs
- Talent shows
- Neighbourhood tapas
- Neighbourhood scavenger hunts
- Neighbourhood Olympiad

List of Neighbourhood Activities

## *Nature Walk*

### What

Get to know your neighbours better while enjoying the outdoors by organizing a nature walk in or near your neighbourhood!

Identify different types of birds, insects, trees, flowers, pick up garbage or make a mud pie!

### When

Works well all year round, as the changing seasons offer new things to discover.

Choose to go for a walk at any time during the day or night.

### Where

Your neighbourhood, park, nearby trails or natural areas.

### Heads up!

Determine if the walk is accessible for mobility devices and be sure to note it in the invitations & posters (ie. "This nature walk is/is not accessible for mobility devices. ).

Set a rain date for the Nature Walk. Note the kind of weather that would cause the date to be moved.

Give walkers plastic bags for picking up garbage.

It might be a good idea to bring insect repellent.

Be mindful of bringing dogs along for the walk.

Ask your neighbours to help by...

Sharing their knowledge of the natural features of the area and all the living creatures in it, as well as tips to protect and support them.

## *Block Party*

What

Mingle with your neighbours and get to know those who live around you a little bit better at a block party! Include food and games. With potlucks everyone contributes and shares the costs.

When

In the spring and summer, or anytime that the weather permits it. Soup or chili work well for winter gatherings.

Where

On your street or in your yard. Set certain areas for different activities (e.g. games, food, etc.) You might consider arranging to have your street closed to traffic.

Heads up!

Set a rain date for the Block Party

Ask your neighbours to help by...

Contributing items such as a barbeque, chairs, tables, drinks or condiments.

Helping to cover costs in the invitations and posters.

Organizing fun activities such as three-legged race, limbo contest, street hockey, face painting, time capsule (just to name a few!).

Providing name tags for all participating neighbours.

## *Book Swap*

What

Give old books a new life with a neighbourhood book swap. Organize the swap by exchanging tickets for books received and books taken, or by selling donated books to raise money for a charitable cause, or to cover expenses for neighbourhood activities, or by imposing no limits to the numbers of books customers can take.

When & Where

Any time of the year if there is an available indoor venue such as a nearby community centre, church hall or school.

In the spring and summer it can be held in a public outdoor space, such as a park, or your own street. You might consider arranging to have your street closed to traffic.

Heads up!

Set a rain date for the outdoor Book Swap.

Ask your neighbours to help by...

Supplying tables.

Setting up, organizing books

making and posting price list signs (if “selling”)

cleaning and transporting remaining books to a second hand store.

Supplying plastic bags for book shoppers.  
Setting up a comfortable reading corner.  
Organizing a children's book corner with colouring books and crayons.

## *Neighbourhood Clean-Up*

### What

Have fun while caring for the environment. Bring your neighbours together to collect garbage and do a neighbourhood clean-up.

### When

As soon as the snow retreats in the early spring. Consider making it part of Earth Day/Month in April.

### Where

Choose a locations that is important to the neighbourhood, such as a park, community trail, or school yard.

### Heads up!

Make safety a priority. Posters can encourage people to dress according to the weather, wear closed-toes foot wear, etc. Be aware of potential hazards (i.e. poison ivy), avoid roadways or shorelines. Leave behind heavy items and items you are not comfortable picking up. Supply bags and gloves - Contact your municipality for supplies, if applicable. Plan to dispose of collected garbage.

### Ask your neighbours to help by...

Being clean-up group leaders, advising everyone not to pick up sharp, unfamiliar or very heavy objects, answering questions and offering help.

Running a station with name tags, water, and clean up supplies that helpers can access.

Setting up a crafts corner to make art with interesting and reusable waste; supervising children.

Donating and running prize draws to reward helpers.

## *Ice Skating*

### What

Get to know your neighbours with a skating party at the ice rink and skate the day away!

### When & Where

Hold the activity in the winter if you are gathering at an outdoor rink. Indoor rinks might be open year round. Contact them for available times and fees.

### Heads up!

Note on the invitations that everyone must come dressed for the weather and if skates will be available to borrow. Set a rain date for the outdoor skating party.

Note on the invitation that temperatures must be below zero degrees Celsius to hold the activity outdoors.

Choose a place for everyone to warm up afterwards, such as a neighbour's home or a local coffee shop.

### Ask your neighbours to help by...

Making hot chocolate or hot apple cider.

Supplying cups, ladles & thermoses.

Setting up a table where skaters can help themselves.  
Providing name tags.  
Providing extra skates for those who might not have any.

## *Movies - Private Screenings*

### What

Bring your neighbours together by screening a movie appropriate for an all-ages audience.

### When

Show movies outdoors on a summer night. It will be dark enough half an hour after sunset (around 9pm in Southern Ontario)

Show movies indoors any time of the year.

### Where

To bring together a small group, consider a private screening at home, either indoors or in the backyard.

### Heads up!

Ensure there is an electrical power outlet.

Ask your neighbours to bring chairs or a blanket, mosquito repellent and their own popcorn.

Set a rain date when showing movies outdoors.

### Ask your neighbours to help by...

Helping you find a screen, a projector and a sound system.

Doing a test run well before hand to make sure that everything works.

Making popcorn.

Helping with set-up and clean-up.

## *Movies - Public Screenings*

### What

Bring your neighbours together by screening a movie appropriate for an all-ages audience.

### When & Where

Show movies outdoors in a city park or a parking lot on a summer night. It will be dark enough half an hour after sunset, (around 9pm during July and August in Southern Ontario) Show movies any time of the year inside a community center.

### Heads up!

Contact the film distributor of your chosen film. Fees for the rights range broadly starting at around \$175.

If showing a movie at a parking lot, ask for permission from the property owner... and don't forget to invite him!

Contact your municipality if showing a movie in a park or community center.

Ensure there is an electrical power outlet.

Ask neighbours to bring chairs, blankets, mosquito repellent and money if seeking donations.

Set a rain date to show movies outdoors.

### Ask your neighbours to help by...

Helping you find a screen, a projector and a sound system and doing a test run well ahead of time.

Raising funds to cover expenses, for example, pass a hat for donations during intermission, sell popcorn, or find a donor by asking businesses, local associations or local movie theatres.  
Helping with set-up and clean-up.

## *Plant Exchange*

### What

Bring your neighbours together with a neighbourhood plant exchange or sale of seedlings, seeds, roots, previously loved pots and garden tools & decorations.

### When

April or May, Mother's Day, Earth Day, or early in the Fall.

### Where

Someone's yard, in the park, or on a community trail.

### Heads up!

Have access to a water source.

Ask for donations to cover the cost of pots and potting soil, if necessary.

Ask your neighbours to help by...

Contributing plants or garden related items.

Repotting & labelling a few days in advance.

Helping with set up, clean up and transport.

Gathering old newspapers, sealable bags and old pots for transporting seeds, roots or seedlings.

Helping out during the plant exchange.

Ask a neighbour with a Green Thumb to be available to answer questions at gardening information booth.

## *Time Capsule*

### What

Bring your neighbours together to celebrate the present by making a time capsule with items that are significant to the neighbourhood at the present time or a chosen period.

### When

On an anniversary, or to mark a momentous occasion. Don't forget to set a future date to unseal the capsule. Be sure that you and your neighbours record the date.

### Where

Have the event at the location you choose to store the capsule. Time capsules can be buried or hidden, or a neighbour could be the capsule keeper.

### Heads up!

Include durable items that can easily fit in a capsule. Paper items preferably should be acid free.

Ask your neighbours to help by...

Labelling items.

Contributing items.

Making, decorating and dating a capsule, possibly out of a large can, or a glass container, or any kind

of durable container.

Making an exhibition of the items as part of the capsule sealing celebration.

## *Neighbourhood Yard Sale*

What

Bring your neighbours together while selling your old trinkets and discovering some of theirs at a neighbourhood yard sale!

When

Any Saturday or Sunday when the weather allows it. Traditionally, May is the most popular month. Set the date and time and get the word out approximately six weeks in advance, so neighbours can plan to join in.

Where

The garages, driveways and front yards of all participating neighbours.

Heads up!

Find a way to include actually meeting your neighbours, such as a scavenger hunt during the day or a wrap up lunch. Collect reusable items such as books, records, household & kitchen items, sports equipment & clothes that you no longer want. Use tape and a marker to label items with prices.

Ask you neighbours to help by...

Making signs and connecting through social media to advertise the neighbourhood yard sale, and noting the addresses of participating households. Consider making maps if more than one street is involved.

Encouraging kids to set up a lemonade stand!

Sharing advertising expenses

Transporting unsold items to a second hand store

## *Outdoor Games*

What

Bring your neighbours together with games for all ages. Try games that others can join in on the fun!

When

Longest Day of Play activities on the Summer Solstice are organized across Canada. Make your own Day of Play any day of the year, before the street lights go on!

Where

Choose an outdoor location that has the space required and it appropriate for the chosen games. Skip rope, double-dutch, basketball or road hockey are best played on a hard surface. Choose grass for soccer, tug of war, three legged race or egg race.

Heads up!

Check the grass surface for ground holes or hidden glass or any sharp objects. Don't have games so close to the road that balls or Frisbees might end up crossing a car's path of travel.

Ask your neighbours to help by...

Bringing a water tank & cups or Freezies  
Organize games and be cheerleaders, coaches & referees all at once!  
Bringing their favourite backyard games, such as badminton or games of toss.

## Section 3: Templates, Resources & Forms

In this section are examples on what to use for posters, invitations and more. You can use this information as templates while putting together your own neighbourhood get-together.

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### Sample Poster (for Kitchener)

Sample information to help you create a poster to advertise and invite your neighbours to a gathering in Kitchener.

Title: Our Neighbourhood Is Celebrating!

Short description of an event: We are getting together to get know each other and to strengthen the community bonds in our neighbourhood. We could win capital grant from the City of Kitchener to improve our neighbourhood!

Insert event specifics in this order:

What's Happening

Where

Date & Time

Please Bring

For Further Info Contact

This Activity is/is not accessible for mobility devices.

# Our Neighbourhood Is Celebrating!

We are getting together to get know each other  
and to strengthen the community bonds in our neighbourhood.

We could win a \$21,000 grant from the City of Kitchener  
to improve our neighbourhood!

What's Happening

Where

Date & Time

Rain Date

Please Bring

For Further Info Contact

This Activity is/is not Wheelchair Accessible



## Sample Poster (Generic)

This is a sample template to help you create a generic poster to advertise your neighbourhood gathering in your city.

Title: Our Neighbourhood Is Celebrating!

Short description of event: We are getting together to get know each other and to strengthen the community bonds in our neighbourhood.

A short list of event specifics:

What's Happening

Where

Date & Time

Please Bring

For Further Info Contact

This Activity is/is not accessible for mobility devices.

# **Our Neighbourhood Is Celebrating!**

We are getting together to get know each other  
and to strengthen the community bonds in our neighbourhood.

What's Happening

Where

Date & Time

Rain Date

Please Bring

For Further Info Contact

This Activity is/is not Wheelchair Accessible

## Sample Invitation Card – Back

Title: Our Neighbourhood is celebrating and Everyone is invited!

Short Description: We are getting together to get to know each other and to strengthen the community bonds in our neighbourhood.

A short list of event specifics

What's Happening

Where

Date & Time

Rain Date

Please Bring

For Further Info Contact

This Activity is/is not accessible for mobility devices.

<p><b>Our Neighbourhood Is Celebrating and Everyone in your Household is Invited!</b> We are getting together to get know each other and to strengthen the community bonds in our neighbourhood.</p> <p>What's Happening</p> <p>Where</p> <p>Date &amp; Time</p> <p>Rain Date</p> <p>Please Bring</p> <p>For Further Info Contact</p> <p>This Activity is/is not Wheelchair Accessible</p>	<p><b>Our Neighbourhood Is Celebrating and Everyone in your Household is Invited!</b> We are getting together to get know each other and to strengthen the community bonds in our neighbourhood.</p> <p>What's Happening</p> <p>Where</p> <p>Date &amp; Time</p> <p>Rain Date</p> <p>Please Bring</p> <p>For Further Info Contact</p> <p>This Activity is/is not Wheelchair Accessible</p>
<p><b>Our Neighbourhood Is Celebrating and Everyone in your Household is Invited!</b> We are getting together to get know each other and to strengthen the community bonds in our neighbourhood.</p> <p>What's Happening</p> <p>Where</p> <p>Date &amp; Time</p> <p>Rain Date</p> <p>Please Bring</p> <p>For Further Info Contact</p> <p>This Activity is/is not Wheelchair Accessible</p>	<p><b>Our Neighbourhood Is Celebrating and Everyone in your Household is Invited!</b> We are getting together to get know each other and to strengthen the community bonds in our neighbourhood.</p> <p>What's Happening</p> <p>Where</p> <p>Date &amp; Time</p> <p>Rain Date</p> <p>Please Bring</p> <p>For Further Info Contact</p> <p>This Activity is/is not Wheelchair Accessible</p>

## Sample Volunteer Card- Back

You can use this information to create a card to invite neighbours out to a planning session in order to figure out the best neighbourhood activity. You can fill in the missing parts with information specific to

your gathering such as date, time and location.

Would you like to join me to plan a neighbourhood celebration?

Hello, My name is \_\_\_\_\_  
and I live in your neighbourhood! Let's bring all our neighbours  
together and strengthen the community bonds in our neighbourhood.

We can plan an activity, a date,  
figure out what needs doing and who can do it!  
Please, contact me before -  
How to contact me -  
Yes, I would like to help!

My name is \_\_\_\_\_

My contact is \_\_\_\_\_

**Would you like to join me to plan  
a neighbourhood celebration?**

**Hello, My name is \_\_\_\_\_**  
and I live in your neighbourhood! Let's bring all of our neighbours  
together and strengthen the community bonds in our neighbourhood.  
We can plan an activity, a date,  
figure out what needs doing and who can do it!

Please, contact me before -  
How to contact me -

**Yes, I would like to help!**

My name is \_\_\_\_\_

My contact is \_\_\_\_\_

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a neighbourhood celebration?**

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and I live in your neighbourhood! Let's bring all of our neighbours  
together and strengthen the community bonds in our neighbourhood.  
We can plan an activity, a date,  
figure out what needs doing and who can do it!

Please, contact me before -  
How to contact me -

**Yes, I would like to help!**

My name is \_\_\_\_\_

My contact is \_\_\_\_\_

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a neighbourhood celebration?**

**Hello, My name is \_\_\_\_\_**  
and I live in your neighbourhood! Let's bring all of our neighbours  
together and strengthen the community bonds in our neighbourhood.  
We can plan an activity, a date,  
figure out what needs doing and who can do it!

Please, contact me before -  
How to contact me -

**Yes, I would like to help!**

My name is \_\_\_\_\_

My contact is \_\_\_\_\_

**Would you like to join me to plan  
a neighbourhood celebration?**

**Hello, My name is \_\_\_\_\_**  
and I live in your neighbourhood! Let's bring all of our neighbours  
together and strengthen the community bonds in our neighbourhood.  
We can plan an activity, a date,  
figure out what needs doing and who can do it!

Please, contact me before -  
How to contact me -

**Yes, I would like to help!**

My name is \_\_\_\_\_

My contact is \_\_\_\_\_

Sample Card Picture - Front (for Kitchener)



Festival of Neighbourhoods  
✿ Kitchener ✿



Festival of Neighbourhoods  
✿ Kitchener ✿



Festival of Neighbourhoods  
✿ Kitchener ✿



Festival of Neighbourhoods  
✿ Kitchener ✿

## Calendar & Important Dates

This is a sample calendar to use to mark important dates from Monday to Sunday.

There are also some tips and ideas on what to include on your calendar:

Some important days to mark on the calendar.

- Find at least one person to help
- Set date, location, & activity
- Contact resources and authorities
- Make posters & invitations
- Deliver invitations
- Find more helpers
- Hang posters
- Gather supplies
- Purchase food
- Neighbourhood gathering



- Hang Posters
- Gather Supplies
- Purchase Food
- Set Up
- Neighbourhood Gathering
- Clean Up
- Return Borrowed Items
- Remove Posted Signs

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*Find at Least One Person to Help*  
*Set Date, Location & Activity*  
*Determine How Many Helpers we Need*  
*Contact Resources and Authorities*  
*Make Posters & Invitations*  
*Deliver Invitations*  
*Find more Helpers*  
*Hang Posters*  
*Gather Supplies*  
*Purchase Food*  
*Set Up*  
*Neighbourhood Gathering*  
*Clean Up*  
*Return Borrowed Items*  
*Remove Posted Signs*

## Festival of Neighbourhoods Forms

Here is more information and links to documents and application forms for the Festival of Neighbourhoods.

## *Registering your Activity with Festival of*

## *Neighbourhoods Kitchener*

Register your inclusive neighbourhood gathering in Kitchener with the Festival of Neighbourhoods. Join us at the Festival Finale at Kitchener City Hall on the third Sunday of October, when the draw for the \$20,000 neighbourhood improvement grant will be held and the winner announced. The registration forms are updated yearly. There are several ways to register. Contact us if you have any questions or to register you gathering by phone!

The following is a list of links for the registration forms and registration form process.

[Registration Form to be mailed or faxed.](#)

[Full Online Registration](#)

[Short Online Registration - finalized by phone](#)

## *Booking the Neighbourhood Activities Trunk*

The Neighbourhood Activities Trunk is the Festival of Neighbourhoods assortment of games, toys and supplies available on loan for those organizing neighbourhood get-togethers. The Booking Form is updated regularly as we are continually rejuvenating the trunk supplies. Contact us if you have any questions.

The following is a link to the online booking form and catalogue for the Neighbourhood Activities Trunk.

[Online Booking Form & Catalogue](#)

## *Contacts and Resources in Kitchener*

For Kitchener residents, access the Festival of Neighbourhoods link to

[Useful Contacts and Local Resources](#)

### Thank you

Thank you for taking the time to read through the Festival of Neighbourhood's Neighbourhood Activity Guide. For more information, feedback or to give us organizational tips for your own favourite neighbourhood gathering call 519-579-3800 and ask for the Festival of Neighbourhoods team. Fax your request or ideas to 519-578-9185 or email us at [entries@festivalofneighbourhoods.ca](mailto:entries@festivalofneighbourhoods.ca).

You can also visit our website at the following links [www.kitchener.ca/fon](http://www.kitchener.ca/fon) or at [www.waterlooregion.org/neighbourhoods](http://www.waterlooregion.org/neighbourhoods). Stay in touch [@fonkitchener](https://twitter.com/fonkitchener) and [facebook.com/fonkitchener](https://facebook.com/fonkitchener).

Thanks for reading and looking forward to your neighbourhood's registration and hearing what you and your neighbours are up to!

Please note, neither the Festival of Neighbourhoods nor any of its sponsors can be responsible for the liability arising from activities or gatherings. Always consider safety of your neighbours. We want you to have fun and to be safe, so make sure you understand and follow all local regulations (permits, licences, etc.)