



## NEIGHBORHOOD CAPTAIN TIPS

- Contact and coordinate with Cheyenne Police Department (Public Information Officer, Alexandra Farkas (307) 637-6537 or [afarkas@cheyennepd.org](mailto:afarkas@cheyennepd.org)) to register your block party. Please forward a contact phone number and email address so you can be kept informed up until the event!
- Invite other citizens and businesses in your neighborhood to help with planning and coordinating. The more people helping you will make your block party a huge success. The online permit application contains a section for sponsors. The Cheyenne Police Department would like to recognize those who have donated to this amazing event.
- Your block party can be whatever you want it to be! There are few limitations. Please make your plans to accommodate the safety, fun and entertainment of your neighborhood. Food and entertainment should be your planning priority.
- Tables and chairs will be a valuable commodity. Plan early for adequate seating and the necessary tables for your block party.
- Circulate flyers to all who live near you (or near your block party site). Keep people informed and energized! More neighbors participating means more success for your block party. Early planning and coordinating will pay off. Organize now and enjoy later!
- Consider activities to keep children occupied and safe. If you are going to have jumpers, games or similar activities, safety and supervision will be a priority for all.
- Try to have your party planned for a neighborhood street (Police will arrange for street barricades etc.). Avoid back yards, alleys and non-visible areas. Remember, you want to promote accessibility and high visibility to all who live nearby you!
- Stay in contact with your sponsoring businesses as you develop your plans. Work with them closely as they are your prime resource for assistance. Help them promote their businesses with signs and recognition throughout the event.
- Remember to consider an alternate plan if it rains such as cover, alternative activities and locations. Neighborhood Night Out is a “Rain or Shine” event! Hope for sunshine!
- A special permit is required for the sale of alcohol, unless it will be dispensed/consumed on private property. If you do not wish to sell alcohol, then you do not need to fill out that portion of the forms.
- All municipal, state and federal laws must be abided by during your block party. The permit application is available online at [www.cheyennepd.org/CNN](http://www.cheyennepd.org/CNN). You are also expected to provide a sketch of the block party and any streets involved and attach it to the application.