

## **How to Plan a National Night Out Event in YOUR Neighborhood**

- Decide what kind of event you want to have:
  - block party
  - cookout or potluck
  - ice cream social
  - bike parade
  - coffee and cookies
- Talk to a few other neighbors so you have some help.
  - As with planning any event, the more the merrier!
- Pick a time and a place.
  - someone's yard
  - nearby park or interested church
  - Remember, if you want to block off any public street you will need to complete a Special Event Permit from the Larimer Sheriff's Office
- Register your event with Larimer County Sheriff's Crime Prevention Team if in the county – call 498-5159 to verify that limited materials are still available. As staffing allows, we will try and have a deputy or a member of the crime prevention team attend your event to 'get to know' your neighbors too!
- **Spread the word!**
  - Let your neighbors know what is planned
  - If you need help with the flyer/invite, check out our Word template above.
  - You can make free copies of your flyers and invites at Neighborhood Services
  - Printable materials are available in the county by contacting the Crime Prevention Team at [bennetbe@co.larimer.co.us](mailto:bennetbe@co.larimer.co.us)

**CRIME PREVENTION VOLUNTEERS** – Bringing citizens and law enforcement together in the interest of safety and security in Larimer County communities; whether at home, at school, at work, or at play

- Depending on what your event is, encourage neighbors to bring something:
  - lawn chairs
  - potluck items
  - BBQ grills
  - ice cream toppings
  - their own plates, cups, bowls and utensils (to avoid disposables and creating a lot of trash)
  
- Other ideas
  - if you have a neighborhood fire station, invite them directly, deputies and police officers may be available to visit your event as well – contact us!
  - Create a "contact map" of the neighborhood so everyone has emergency numbers for each household

We hope you each have a great event, meet new people, and share your thoughts about community safety and security with others!



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