



How to run a peace party CHECKLIST

Party basics

The role of the Party MC is important in creating a warm and welcoming environment, letting people know what is happening and when; encouraging people to join in, and looking for things that will make everyone smile. People will feel safe knowing someone is in charge.

Aim for your Peace Party to be genuinely welcoming of everyone, where people feel free to be themselves and free to participate at the level they want to join in.

1. During the first hour of the Party, people are arriving and connecting with one another. In this first phase of **Engagement**, choose activities that are welcoming, fun and at times competitive. Ensure the MC keeps welcoming people as they turn up.
2. In the second party phase of **Cooperation**, people are inter-relating with one another and enjoying being involved. Try some fun relays, a giant tug of war, or teach everyone a line dance. Try to involve all ages, the kids, too. How to Run a Street Party, by Jenny Woods, outlines lots of games.
3. In the **Community** phase there's lots of spontaneous laughter as people mix and chat, help without being asked, rush to join in the games or activities, and continue to stay even though they have talked about going home! The focus has shifted from "me" to "us". At this point, invite everyone to join in some dancing like the Hokey Cokey, an informal football match, or even Karaoke.

It is important that you have a next step to invite people to. Always plan with the end in view. What will be the next way that you will connect with this group of people?

20 Steps for a successful party

1. Get support for your Peace Party. **Find a friend** who will encourage you. **Gather support.** Talk with a few neighbours. Ask them what they think of the idea. Make it personal. **Find a mutually suitable time** to have it at either in the street or a local venue. For a Street Party **read the details on your local council website** as most councils require 4-6 weeks' notice.
2. Arrange a **planning meeting** of interested neighbours and community members. Discuss **who, what, where, when** and **how**. Share the responsibility so the group can own the event. If you choose an outdoor venue **will you require power or water?** Do cars need to be moved to create space? Do you have an **alternative wet-weather venue?** Who will organize the **food?** Gazebos are a good place to store the food out of the sun. **Will you have a drinks table** available for sharing? Will alcohol be present? A licence is not required if alcohol is not being sold, so if you choose to have it, allow people to bring their own. Will tea and coffee be available? If it's an afternoon tea, older folk often appreciate it. Where will you get **tables or chairs?** **Will you have a rota on the day** to control any road barriers, be on teas & coffees etc? Is there a theme such as 1920s dress?
3. With the key decisions made, you are ready to create invitations with RSVP contact details - aim to **door-knock every home** to distribute the them.
4. **Set up a spreadsheet** with columns for names including children, house number and what food they will bring. When people RSVP you can add it to your list.

5. If you are holding a Street Party, **contact your local council to apply for a Temporary Event Notice (TEN)**. This must be done at least 10 working days before your event, though some council wish to receive 12 weeks notice! You may have to pay a fee.
6. To build community, you need to be intentional. Find someone who can act as the **Master of Ceremonies** for the party and provide a PA system with a microphone.
7. Prepare for the day of the Party. Gather supplies based on your theme – local businesses might donate decorations, bunting, cutlery, plates, tablecloths, serviettes etc. Start thinking about the **programme** for the day, the layout of your Party and the **games, activities or entertainment**. Will you need prizes? If there's **community dancing**, who will provide the music? **Check weather forecast** if the party is outdoors and create an alternative plan.
8. **Insurance** – though Insurance is not compulsory for a neighbourhood event, make sure you plan well and have assessed all possible risks. Bespoke cover can be arranged for street parties or community events. Visit www.accessinsurance.co.uk or call 020 8651 7420 for a quotation
9. **Safeguarding** - Children should be in the care of a parent or guardian at all times, then there is no requirement for people to be DBS (Disclosure and Barring Service) checked.
10. **Food** - if you are having a buffet, food can be left at room temperature for four hours out of direct sunlight. Beware of food allergies.
11. **First Aid** - have a kit available but parents should also be on hand to deal with any problem arising with their child. For larger events contact St John Ambulance, who can provide First Aid cover for a fee.
12. **Barbeques** - Place barbeques well away from any foot traffic or games areas. An adult should supervise the cooking of meat. If the barbeque has been left to cool, ensure it is left in a safe place.
13. **Photos** - Have neighbours with an interest in photography on photo duty on the day. Check with people they are happy for photos to be taken and shared as new laws make it illegal for photos of children to be taken without permission.
14. Put up the **bunting** a day or two ahead of the Party. It will act as a reminder and get people excited. If it's going across the road, bunting must be at least 5.8 metres high.
15. **Welcome** people as they arrive. Play popular **music** in the background. Stay flexible. Some people may prefer to sit and watch.
16. Towards the end of the Party, some will be ready for **community dancing**. Favourites are YMCA by Village People, Superman by Blacklace, the Macarena, a Giant Conga Dance and My Dancing Pony. The Hokey-Cokey is always a great way to finish.
17. **As a final activity, take a group photo** of this “historic” day and find a way to ensure everyone attending the event receives a copy.
18. It is important to **gather everyone together at the end to reflect on the day** and present any awards e.g. best Limbo dancer, oldest participant, etc. Make sure the MC outlines some of the next possible things that your community can do together.
19. Have some bin bags and clearly marked recycling boxes for **clearing up**. Have a designated place for **lost property**.
20. Suggest a time for the planning team to debrief. **Celebrate their achievements and hear their highlights and stories** not only from the day but the neighbourhood chatter since the big day. Listen to any suggestions that might strengthen another event.

Adapted from How to Run a Street Party, by Jenny Woods, which is available in full at www.remembrance100.co.uk/wp-content/uploads/2018/06/How_to_Run_a_Street_Party_lo_res.pdf

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