



# Event Planning Guide

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CITY OF

PITTSBURGH

Dear Neighbors,

Join me in celebrating *National Night Out Pittsburgh 2015: "SaferTogether"* on Tuesday, August 4, 2015. The festivities will begin the week before, Tuesday, July 28 with a kick-off in Market Square from 10:00 a.m. to 1:00 p.m!

National Night Out was created to promote residents' involvement in crime prevention activities, community-public safety partnerships, neighborhood camaraderie and to send a message that we all work together to keep our communities safe.

This is a great time to hold family friendly events to encourage neighbors to get to know one another and the public safety personnel who serve you every day. Each year, more and more of Pittsburgh's neighborhoods participate with picnics, porch parties, face painting, games and more, and we invite you to join to the fun.

Our *SafeTogether National Night Out* planning guide will serve as an easy reference to help you plan a wonderful event. To register your event and print extra copies of this guide, visit [pittsburghpa.gov/publicsafety/nno](http://pittsburghpa.gov/publicsafety/nno)

Stay Safe and have fun,

William Peduto, Mayor

## WHAT IS NATIONAL NIGHT OUT?

National Night Out began in 1984 in an effort to promote involvement in crime prevention activities, police-community partnerships, neighborhood camaraderie, and to send a message to criminals letting them know that neighborhoods are organized and are fighting against crime. It is sponsored by the National Association of Town Watch (NATW), which is a non-profit organization dedicated to the development and promotion of various crime prevention programs including neighborhood watch groups, law enforcement agencies, state and regional crime prevention associations and businesses, individuals and civic groups devoted to safer communities. NATW's National Night Out program is scheduled annually, on the first Tuesday of August. For more information about National Night Out, please visit [natw.org/about-nno](http://natw.org/about-nno).



This year, on August 5<sup>th</sup>, the City of Pittsburgh invites neighborhoods and businesses to join the nationwide effort that enlists over 35 million people. Help us send a message about the importance of neighborhood unity and community-public safety relationships, by joining us in “SaferTogether Pittsburgh.” For more information about National Night Out Pittsburgh, please visit [pittsburghpa.gov/nno](http://pittsburghpa.gov/nno).

### National Night Out is Designed to:

- ★ Create positive relationships between you, your community and public safety personnel.
- ★ Generate support for neighborhood safety strategies.
- ★ Send a message that neighborhoods are organized.
- ★ Have a good time while doing all of the above!

### **Acting Director of Public Safety, Stephen Bucar, states:**

*“National Night Out is a great way to celebrate our strategic work together to keep Pittsburgh safe. The sense of family that grows out of neighborhood gatherings help strengthen community-public safety collaborations and celebrate our joint commitment to our neighborhoods and our city.”*

Residents of Pittsburgh are asked to spread the word, register your neighborhood, and enjoy a fun night with your community and safety officials!

## 10 REASONS TO HAVE A NNO COMMUNITY PARTY

1. Enjoy a night of celebration.
2. Meet your neighbors.
3. Make yourself known in your neighborhood.
4. Start a Block or Community Watch. Call your Zone Community Relations Officer (see page 5).
5. Create new and advantageous networking opportunities.
6. Meet and connect with public safety personnel and other community officials.
7. Learn the history of your neighborhood.
8. Learn more about your community and how to make it safer and improve quality of life.
9. Have a neighborhood clean-up day.
10. Start a new, yearly tradition within your community.

## GETTING STARTED

- 1.) **Find out if there is enough interest.** Find out if there is enough interest among your neighbors. You could go door-to-door, speak at community meetings, start a group email, announce your neighborhood Next Door site or create a Facebook page.
- 2.) **Gather a few interested neighbors.** Find a few members of your community, like your Block Watch group, who would be willing to plan a community block party. Determine and delegate tasks to include a theme, activities, location.
- 3.) **Decide upon a date and time.** Have an alternative plan in case of rain. However, National Night Out 2014 will be a rain or shine event!
- 4.) **Start Inviting Guests!**
  - ★ Via door-to-door, or online, give community members an invitation (example page 8) and a details sheet (example page 7)
  - ★ Recruit volunteers to assist in the community block party planning
- 5.) **Conduct Follow-up Contact.** Review the details sheet responses to help plan for community block party equipment, food and activities. Also, be sure to stay in touch with the members who did RSVP, and continue to encourage community members to attend the event.

## PLANNING YOUR EVENT

Your event can be as simple or as complex as you'd like. Whatever you do will depend on the amount of time, effort, energy and resources you have available. Here are a few examples of previous events:

1. In one Pittsburgh neighborhood, *each* resident was asked to turn on their porch light, sit out and provide refreshments as they enjoy the evening with their neighbors to send a message that their community will not tolerate crime.
2. One block watch hosted a DJ and invited the local magistrate to grill hotdogs. The local firehouse brought its truck and educated kids about fire safety. The SWAT trailer was there for residents to tour, and block watch members handed out safety information and gun locks.
3. Another Pittsburgh neighborhood hosted a neighborhood meet-and-greet with sandwiches and beverages. Community members participated in a neighborhood walk, followed by a park clean-up effort and a movie in the park.
4. One community group provided refreshments and handouts for their attendees. In addition, they hosted a kickball game while the playground and neighborhood pool were open for children.
5. Another neighborhood group hosted a gun safety, fire safety and fire equipment demonstration. Residents were able to get fingerprinted and Otto the Auto, AAA's remote-controlled talking car, taught kids about traffic safety. The community hosted a DJ, a mime, a caricature artist, a face painter, mascots, a balloon artist, games, prizes and free refreshments.
6. Register your NNO Event with the Department of Public Safety at [pittsburghpa.gov/publicsafety/nno](http://pittsburghpa.gov/publicsafety/nno).
7. Citiparks activities may be scheduled in your neighborhood on Tuesday, August 4 that might make a good start for your event. Check the Citiparks [pittsburghpa.gov/citiparks/](http://pittsburghpa.gov/citiparks/) or call 412-255-2539 for more information.

## INVITE PUBLIC SAFETY PERSONNEL

### ★ Police Zone Commanders and Community Relations Officers (CRO)

Zone 1 Commander Lavonnie Bickerstaff, CRO Larry Crawford & Kimberly Stanley (412) 323-7201

Zone 2 Commander Eric Holmes, CRO Marlease Porter & Ray Perry (412) 255-2827

Zone 3 Commander Larry Scirotto, CRO Christine Luffey & Eric Baker (412) 488-8326

Zone 4 Commander Daniel Hermann, CRO Shannon Leshen (412) 422-6520

Zone 5 Commander Jason Lando, CRO Michael Gay & Karen McNeal (412) 665-3605

Zone 6 Commander Chris Raglan, CRO Kenneth Stevwing (412) 937-3051

### ★ Bureau of Fire Headquarters

Fire trucks can attend events, too. Call Bureau of Fire Headquarters (412) 255-2860

### ★ Emergency Medical Services

Emergency Medical Services (EMS) may also send available equipment. Call (412) 255-2633 to make arrangements.

### ★ Animal Care and Control

Animal Care and Control (412) 255-2036 can provide informational brochures.

★ **Emergency Management and Homeland Security**

Emergency Management Agency and Homeland Security (412) 255-2633 can provide informational brochures.

## CONTRIBUTE TO YOUR COMMUNITY

- ★ Develop a block watch through the *SaferTogether Block Watch Program*.
- ★ Plan to develop a *Virtual Blockwatch* using surveillance cameras.
- ★ Sign all ages up for library cards.
- ★ Paint over graffiti.
- ★ Plan a clean-up event or tree planting.
- ★ Collect food for a food drive.
- ★ Create community impact statements or petitions.

## OTHER SUGGESTED ACTIVITIES

- ★ Dance
- ★ Live music
- ★ Ring toss
- ★ Field, athletic or board games
- ★ Face-painting
- ★ Karaoke
- ★ Story-telling
- ★ Bingo
- ★ “Ice-breaker” games
- ★ Skits/talent show
- ★ Grilling

## REMINDERS

- ★ Turn your porch light on to signal you are participating in the event
- ★ Alcohol is not permitted on City streets or in parks
- ★ Loud amplification of music is prohibited
- ★ Make sure that you have the appropriate City permits in cases where you require:
  - Street block-off
  - Food vendors
  - Use of any City public facility
  - To secure the proper permit, please contact your community relations officer (contacts on page 5)
- ★ To arrange trash pick-up by the City the following day, please make arrangements with Pittsburgh Public Works by visiting [city.pittsburgh.pa.us/pw](http://city.pittsburgh.pa.us/pw)
- ★ In hot weather, please be cautious of food by making sure it is properly stored
- ★ Be cautious of safety concerns in event activities

- ★ The next day please be sure to visit [pittsburghpa.gov/publicsafety/nno](http://pittsburghpa.gov/publicsafety/nno) to fill out an evaluation form

## NNO COMMUNITY BLOCK PARTY CONTRIBUTIONS

Thank you for joining us for National Night Out

on August 4, 2015 at   (time)  

We are asking each family/group to bring:

- ★ 1 food item
- ★ A fold-out chair
- ★ Your own beverages
- ★ A board game
- ★ Music selections

In addition, do you have the following that could be used? (circle)

[YES] [NO] A Grill

[YES] [NO] A Music Player

[YES] [NO] A Table

[YES] [NO] A Cooler

Do you have any talent you would like to share with us?

\_\_\_\_\_

Suggestions for activities you could organize?

\_\_\_\_\_

Please Return this Form by \_\_\_\_\_ to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



A "SAMPLE" NNO COMMUNITY BLOCK PARTY  
INVITATION

**You Are Invited to  
Celebrate  
National Night Out in the  
City of Pittsburgh!!**



Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Theme/Event: \_\_\_\_\_

To RSVP or Help Out Contact: \_\_\_\_\_ at \_\_\_\_\_ (phone number)

## PITTSBURGH NATIONAL NIGHT OUT PHOTOS

