



Planning and Preparing

PlayStreets events require some planning and preparation. The following are guidelines for community organizations to implement their own PlayStreets events:

1. Identify a Great Location

Choose or confirm your PlayStreets location keeping in mind community priorities. PlayStreets events are unique in part because of their inclusion of a temporary street closure. When choosing a street, keep the following in mind:

- No bus routes
- No metered parking
- No arterial and commercial street
- No intersections, only one block

2. Apply for a Permit at Your Alderman's Ward Service Office

Make an appointment at your Alderman's Office to review all your event details (including the full calendar of events) and request a FREE PlayStreets/Block Party Permit. Before your appointment, keep the following in mind:

- Chicago Department of Transportation permit applications are completed by your Alderman through an intranet system that you won't have access to. Bringing the completed form provided for you in this packet will help that process.
- Some Alderman (though not all) will require 60% of residents to consent to the closure. It is recommended to ask if this is a requirement in your ward when making an appointment. The sign-up template on the back of the form should be used to help with this requirement.
- Permits can take as long as *7 business days* to process. Make your appointment ASAP with your Alderman.
- The Chicago Department of Public Health is here to help with any questions. Contact World Sport Chicago if your Alderman has any questions about PlayStreets events.

Your Alderman can also help you connect with other resources in your ward, including:

- Your Ward Streets & Sanitation Superintendent for no parking signs, street sweeping and wooden barricades (also known as "blues")
- Your Police District Commander and CAPS unit to add special event patrols and beat alerts
- Your ward's parking relocation or towing services



3. Select Activities for Your Event

Select a variety of youth and family focused play activities, sports or games that will be engaging to your community and are feasible to implement:

- Use the PlayStreets handbook to identify games and/or activities
 - * *Make sure you have staff who are able to facilitate these activities*
 - * *Staff working with children MUST HAVE A BACKGROUND CHECK COMPLETED*
- Create an activity schedule and layout your event ahead of time
- Create a staffing plan including information on who is in charge of what and where volunteers will be recruited
- Make changes or adjustments between events based on what worked, didn't work

4. Recruit Volunteers, Residents, Teens and Other Stakeholders to Help with the Event

Consider the following staffing/volunteer needs:

- Promoting the event (Flyers and Social Media)
- Event set up, tear down and clean up
- Customer service positions including way-finding, greeting and points of interest/information
- Volunteer management positions
- Activity station management
- If possible, customer feedback and satisfaction

5. Coordinate with Ward Superintendent, Police and CAPS unit

Once your permit is approved, follow-up on your other requests to ensure a smooth event day.

Confirm that:

- Official "no parking" signs will go up 3 days before the event
- Barricades will be delivered the morning of the event (or Friday for Saturday events)
- Police will be available to help promote/enforce a car-free zone for your event
- Adequate police and fire safety presence
- Sending beat police cars to promote/enforce a car-free zone for your event

6. Conduct Outreach and Promote PlayStreets

Reach out to neighborhood residents and other community groups to promote PlayStreets:

- Link to local networks and neighborhood expertise to support your event
- Inform residents of street closure (no parking) by flyering /putting up door-hangers in the neighborhood. Try doing this at least a week before the event and then three days prior to the event.



7. After your Great Event, Review and Complete a Post-Event Reflection

- Review and reflect on how your event went and what conditions or challenges influenced the event's success. Consider what went really well and what areas of improvement could be made. Engage all levels of your organization in providing feedback, including your program youth and their families.
- Complete and submit the post-event survey provided by Active Trans.

8. Final Check, Are you Ready?

PlayStreets require some planning and preparation to ensure quality events. Use the checklist provided to implement your PlayStreets event.

Logistics/ Activity Checklist

Consider these items as you prepare and plan your PlayStreet:

- Outreach/promotion materials (e.g. flyers)
- No parking signs and parking enforcement
- Street cleaning (prior to event)
- Equipment/supplies pick-up and drop-off
- Street barricades (drop-off and pick-up)
- Tables, chairs and tents
- Water and snacks (not required)
- Activity plan (by activity area) and schedule
- Staff/volunteer assignments
- Activity area set-up and break-down
- Develop a clean-up plan