

# BLOCK PARTY MANUAL

CHURCH PLANTING TEAM

ARKANSAS BAPTIST STATE CONVENTION



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# Block Party 101

## The 5 p's of block party missions/evangelism

Intro: Block parties can be an effective, non-threatening way to see souls brought into the kingdom of God. This takes several well-thought-out and strategic plans. Scripture tells us in 1 Corinthians 14:40 [NIV], "But everything should be done in a fitting and orderly way" and presenting a block party to see souls saved, is no exception. There are 5 steps to take in order to have a successful block party.

1. PRAYER – prayer should be the preface to any event we are to undertake for the gospel. Block parties are no different. While thinking about a block party, prayer is the first essential step. A church/group needs to begin prayer about the event. Things to pray for:

- Is this the outreach event we need to be using (it may be something else)?
- Where are we to have this event?
- Who are we trying to reach?
- Why?

Several ways this can be done: cottage prayer meetings, church prayer meetings, personal prayer meetings, prayer walking and prayer driving. The key is to saturate this event in prayer. DO NOT do a block party without first praying!

2. PLANNING – "fail to plan, plan to fail." The best message anyone has ever put onto paper. In planning a block party, ask yourself these questions:

- What area are we trying to evangelize?
- What are our goals?
- Are we trying to grow a new church plant?
- Are we seeking homes for bible study in a nontraditional setting?
- How many do we think we're going to reach on that particular day?
- Do we need help?
- Who are we going to contact?
- What are our needs?
- What do we need to provide?

All these questions and solutions are necessary when it comes to planning a successful block party. DO NOT do a block party without putting forth efforts in planning.

3. PROMOTION – promotion is just as important as the first two. There are many ways to promote block parties. The key is to find a visible area to place promotional materials. Find an empty lot (with permission of course) and set a banner out 1 week prior to the event and advertise. Flyers, door to door, business windows, cars (with permission), church bulletins, church bulletin boards and newsletters – all of these are very successful in promoting the event. “FREE” is the key word to all promotional material. Let them know this isn’t going to cost them anything to attend. DO NOT do a block party without promoting.
  
4. PRESENTATION – the day has arrived, all the pre-work has been taken care of, now what? Make your event look exciting and welcoming (do not use barrier tape to mark off your boundaries, it’s just that, a barrier). Set times for your block party to reach the most people, be sensitive to your event - know when the time is to share the gospel, after all, that’s why you are there. Keep plenty of workers. Keeping in mind, if you have a visiting block party team to help, your main responsibility is to begin developing relationships as the host church/group. Be ready to adjust to the unknowns (music types, games, food etc.) all these items are unknowns because you may reach people you never dreamed of reaching. You may need more food than you planned for or you may need to change your music to meet the listening needs of your ethnic people. Presentation is an important ingredient for people to remember who you are and what you mean to them once the event is over.
  
5. PURSUE – one of the main objectives in a block party is to receive and retain a good follow-up listing. We must pursue those who are lost, un-churched, and those looking for home churches (de-churched). Get a team within your group and take time to visit. Cards, letters, emails, Facebook, home visits – the ways of contact are up to you. Too many people are lost in the shuffle, never pursued and we wonder why our events aren’t successful. Pursue them! Go get those in which God has given you to evangelize.

# Preparation Guide

## Phase 1 – Idea

- Attend a block party trailer (BPT) training session
- Pray about your block party – see block party 101
- Decide on a location – the church parking lot is fine, but a public area near the church is okay too. If you plan to use the BPT on public property, make sure to obtain all the necessary permits (check with City Hall).
- Recruit volunteers – at least 2 for each station.
- Enlist a BP Coordinator

## Phase 2 – Organize

- Decide how to lay out your block party
- Organize your volunteers & follow up team
- Decide on any additional games, contests, etc. – buy any additional items such as bibles, door prizes, candy, or other literature to use at a block party and in follow-up.
- Rent any additional needed equipment
- Contact guest speakers and/or musicians as needed
- Promotion, promotion, promotion! Make or order materials: banners, flyers, yard signs. Make sure to advertise that this is a FREE event.
- Create an informational brochure about your church (if you don't already have one). Make sure it is written in a way that is friendly & understandable for people who have never been to church. Include information about ministries, beliefs, services times, location & staff.
- Make promotional flyers for registration for any upcoming community or church events such as VBS, a Halloween event, church picnic, etc.
- Decide what foods you are going to provide (hot dogs, burgers, nachos, pizza, etc.). Make a list of items you will need

## Phase 3 – Promote

- Begin to attract attention to your FREE event! Pass out flyers that you have made, hang up flyers in local businesses (get permission), and put yard signs in church member's yards.
- 1 week before – hang up banner where the event will be held.

## Phase 4 – Implement

\*\*This is the day before your Block Party

- Buy food/drinks (and any other perishable items) for the event – if you buy too early you have to find somewhere to store it and you run the risk of items expiring, don't buy too early.
- Confirm delivery/pick up for additional rented items
- Confirm contents of BPT
- Optional walk through and prayer meeting

## Phase 5 – Block Party

\*\*This is the day of your Block Party

- Begin with prayer time before site preparation begins
- Set up the site
- Prepare drinks, food, ice etc.
- Talk to every person who attends
- Provide an opportunity to accept Christ
- Complete the check list for all items as they are returned to their proper places in the BPT
- Make sure all contents of the BPT are CLEANED THOROUGHLY

## “After the Block Party”

- Return BPT with contents completely dry and clean
- Evaluate your block party and return evaluation form (all involved need to fill out the evaluation form)
- Make sure return check list is completed – please let us know if we are out of items so we can restock
- Contact every person who made a decision
- Follow up with a hand written letter, phone call, email, or visit to every guest that attended
- Begin follow up bible study with every person who made a decision at the block party

# Requesting Process

To request the Block Party Trailer please send an email

Please send email to Neal Scoggins and Kayla Riley with ALL of the following information

To: nscoggins@absc.org  
Cc: kriley@absc.org  
Subject: Block Party Trailer Request

Your Name  
Requesting Church  
Date & times of event  
Location  
Pick up time/Drop off time  
Who will be picking up the BPT?  
How many people are expecting or planning for?

A reply will be made in 48 hours of request received (based on time stamped). For weekends it may be longer than 48 hours. Neal will respond with a “book” or “deny” and any other information needed.

# Pick Up

- Block Party Trailer key needs to be picked up during the weekday while the ABSC offices are open. The trailer itself can be picked up at a different time if need be but the key must be picked up while the offices are open.
- You can pick up the Block Party Banner at this time as well – English and Spanish banner available.
- You will receive 3 keys: 1 for the small trailer door, 1 for the large trailer door, 1 for the lock on the trailer hitch hook up. A trailer hitch is available inside the trailer for your convenience.

# Return Policy

- The use of this Block Party Trailer is free because of the gifts of the Cooperative Program and Dixie Jackson.
- Because of the continuous use of this trailer, timely pick up and drop off are necessary.
- The Block Party Trailer needs to be returned in the **SAME** condition as it was picked up. Failure to do so will result in a \$250.00 cleaning/restocking fee
- Complete trailer inventory sheet (leave in trailer)
- Return evaluation forms (leave in trailer)



## Block Party Trailer Inventory Sheet

QTY	Description	Out	In
1	<b>Cotton Candy Machine</b>		
1	Bowl		
	Cones		
	Sugars		
1	<b>Sno Cone Machine</b>		
2	Scoop		
	Ice Chest		
	Cups		
3	Pumps for Syrups		
3	Syrups		
1	<b>Popcorn Machine</b>		
1	Scissors		
1	Scoop		
1	Hot Pad (oven mitt)		
	Sacks		
	Pre-mix Popcorn		
	<b>GAMES</b>		
1	<b>Bounce House</b>		
1	Tarp		
1	Blower		
4	Stakes		
1	Bounce House Dolly		
1	<b>Large Game Tub</b>		
8	Frisbees		
5	Game Boards: frisbee toss, baseball toss, football toss, 2 beanbag toss boards		
6	Tennis Balls – for strike out game		
8	Bean Bags – for beanbag toss game		
3	Nerf Footballs – for football toss		
1	Regulation Size Football – for football toss		
1	Soccer Ball		
1	Basketball		
6	Hillbilly Golf Balls		
1	Air Pump (please put back in bag)		
2	Jump Ropes		
1	Hillbilly Golf Game		
8	Hula Hoops		
1	Basketball Goal		
1	<b>Nail Polish Kit</b>		
	Cotton Rounds		
	Cotton Balls		
	Cotton Swabs		
3	Nail Polish		
1	Nail Polish Remover		
1	<b>Face Painting Kit</b>		
	Face Wipes		
9	Jars of Face Paint		
	Stencil Sheets		
32	Paint Brushes		

3	Jars of Face Glitter		
1	<b>Grill</b>		
1	Propane Tank w/Basket		
1	Cooking Utensil Kit		
1	Tongs		
	Trash Bags		
	Disposable Plastic Gloves		
1	PAM for Grilling		
1	Large Grill Brush		
1	Grill Spatula		
1	Burger Seasoning		
1	<b>Cleaning Supplies Kit</b>		
2	Germ-x		
2	Clorox Wipes		
1	Roll of Paper Towels		
1	Spic and Span Cleaner		
1	Grill Cleaner		
1	Box of Gallon Baggies		
4	Ropes (2 green, 2 pink) – to hang up Registration Banner & other banners		
	<b>SOUND EQUIPMENT</b>		
1	Mixer Sound Board		
2	Speakers		
2	Speaker Stands		
2	Speaker Cords		
1	Microphone		
1	Microphone Cord		
1	Power Cord		
	<b>EXTRAS</b>		
2	Igloo Drink Coolers		
1	20' Romex w/4 Gang Plug-in		
6	Heavy Duty extension Cords		
1	3-way Plug		
2	First Aid Kits		
1	Trailer Hitch Lock		
8	Black Fold Out Chairs		
2	Black Fold Out Table		
3	Small Gray Tables		
3	Large Gray Tables		
1	Tool Kit: 2 screwdrivers, 3 pliers, bungee cords, wrench, duct tape, screws, nuts		
6	Gazebo-Style Tents		
2	Generators		
1	Spare Tire		
4	Chock Blocks		
1	Fire Extinguisher		
1	Broom		
4	Trash Cans		
1	Trailer Ball – 2 5/16		
1	Gas Can		
2	Welcome Banners (1 English, 1 Spanish)		
1	Registration Poster		
4	Tin Pans with Lids – for grilling purposes		
4	Orange Cones		

# Need to Know

**ELECTRICAL HOOKUP** - The popcorn machine needs to be on a separate electrical cord. The 2 inflatable bouncers need to be on the same electrical cord, using the cord supplied on reel. The sound system, sno cone machine, and cotton candy machine can be plugged in on the 3-way cord together.

**GAZEBO-STYLE TENTS** – Use tents for registration, ticket area, face painting, sound, finger nail polish area, food area

**TABLES** – you will need more tables and chairs than what is provided on the Block Party Trailer

**FOOD & DRINKS** – you must provide your own food, drinks, plates, cups, napkins, etc. all supplies for the popcorn, sno cone, & cotton candy machine will be provided

**GAS** – you will need more gas than the 1 gas can we supply

**SETUP** – the example for set up on the following page is just an example. Each setup will be different to fit your specific needs and location. Our suggestions: 1 way in and 1 way out, have the grilling area away from all the activities, and stop the Block Party when it is time to eat and have everyone gather so that you can share the gospel.

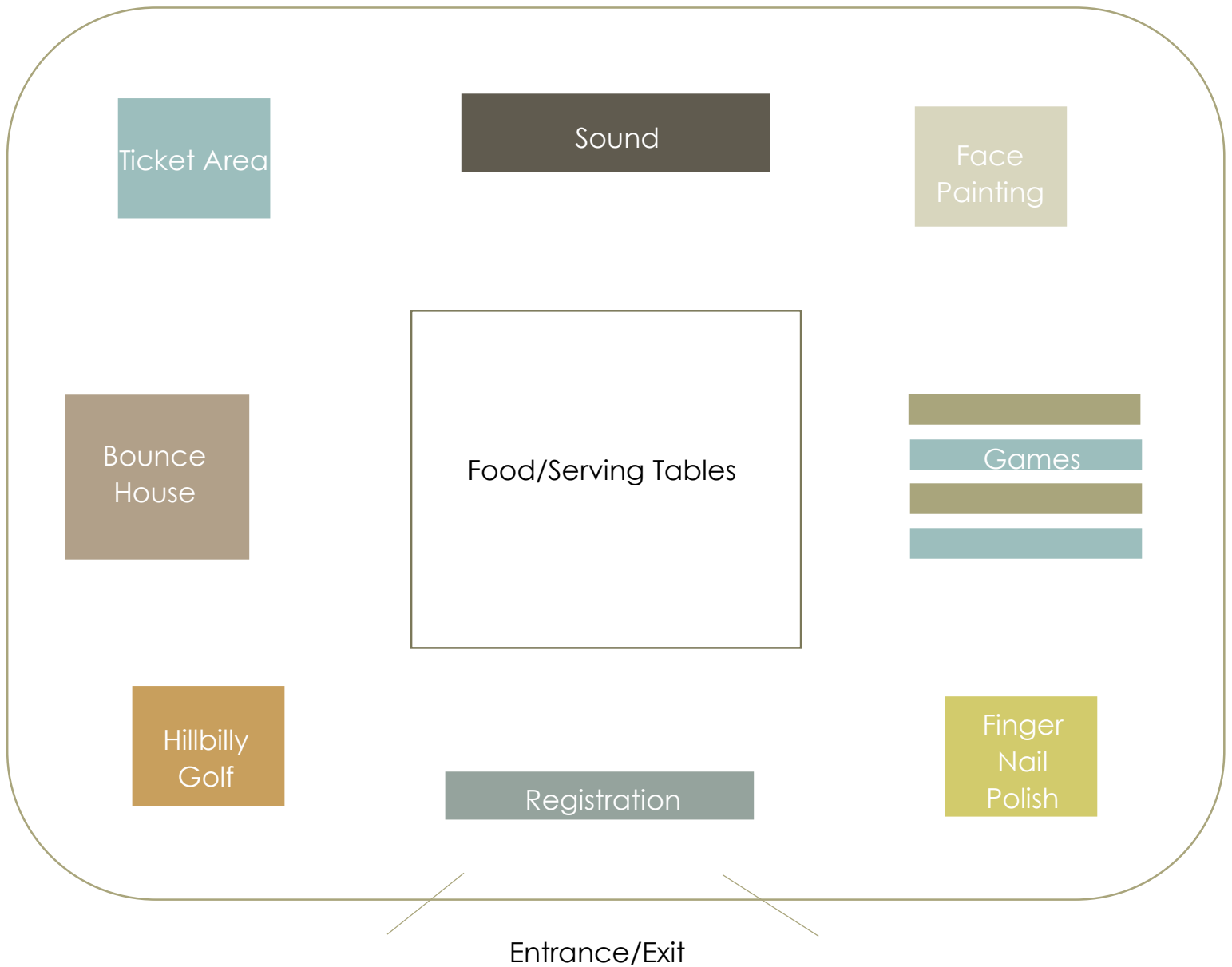
The popcorn machine, cotton candy machine, & sno cone machine can go in the “FOOD” area or if you are not doing the “TICKET AREA” you can use that space for all 3 machines. Again, this is whatever works best for your Block Party Location & setup.

**LIGHTS IN THE BPT** – there is a light in the Block Party Trailer in case you need it if it gets dark. Your vehicle lights must be on for it to turn on. PLEASE remember to turn it off so that it is not left on

# Setup

## Example space set up:

Set up your block party the best for your location, this is just an example. [1 way in, 1 way out is best]



\*\*use pop up tents at: registration, ticket area, face painting, sound, finger nail polish, food area

# Games

Have small dishes of individually wrapped candy or small prizes to give to each contest after successfully playing a game. A second option is to award points on a game point sheet given at registration with the most points earning the largest prize, and so forth. The person or persons running each game will set up the game, get the needed equipment from the game tub, and be responsible for returning all pieces of the game to the trailer at the end of the block party. When setting up each game, be sure to wrap the bungee cord around the leg of the game for repacking.

**FOOTBALL TOSS** - Set up board with two holes, making sure legs are on relatively even ground. Get two sizes of soft footballs from the game tub. Small footballs will be used for small children and large footballs for large children. The most successful throws out of five tosses wins. Solo throwers must complete 3 out of 5 tosses. Game is best played when two tossers complete against each other.

**BASEBALL STRIKE ZONE** - Set up game on level ground. Get six tennis balls from game tub. Designate throwing zones by age. Three strikes out of six tries are required for successful game completion. One thrower at a time as long as there is a line.

**FRISBEE TOSS** - Set up game. Get rubber Frisbees from game tub. Establish throwing lines by age. Points are awarded for each hole. Largest hole earns least points; smallest hole earns most points, i.e., 1-2-3. Game is successfully completed if at least five points are earned with five tosses.

**BEANBAG TOSS** - Set up game. Get 4 soft beanie balls from game tub. Establish throwing lines by age. Successful game is completing 2 out of 4 tosses. One thrower at a time as long as there is a line.

**HULA HOOPS/FOOTBALLS** - The hula hoops and extra footballs can be used throughout the block party for hula hooping contests and impromptu games, like passing the hoop down a line of people, etc. These contests will need to be announced over the sound system.

**HILLBILLY GOLF** - played with 2 or more players or teams. Each player has 3 golf ball bolas. A bola is 2 golf balls attached by a nylon rope. The object of the game is to wrap your bolas around the steps of the ladder. The ladder consists of 3 steps, a top, middle and a bottom step. After all teams have tossed all their bolas, scoring is determined by the bolas that are still hanging from the steps. Players can knock-off bolas during the course of the game, in fact knocking-off other players bolas is encouraged and a good way to play defensively. Bolas that are knocked off during play do not count as points. Only bolas that are left hanging after all bolas are tossed are counted as points. Points are determined by which step your bola wraps around. The top step is worth 3 points the middle step is worth 2 points and the bottom step is only worth 1 point. Players can score an optional bonus of 1 point by hanging all 3 bolas from the same step or by hanging a bola on all 3 (1-2-3) steps in one round. The highest amount of points available per player is 10. This is accomplished by hanging all 3 bolas on the top (3 point) step.

# BLOCK PARTY HIGHLIGHTS/EVALUATION FORM

This form must be completed and returned with the BPT

[all involved need to fill out an evaluation form]

Organization/Church Name \_\_\_\_\_

Location Used \_\_\_\_\_

Date of Block Party \_\_\_\_\_ Time of Block Party \_\_\_\_\_

Target Audience \_\_\_\_\_

Total Number in Attendance \_\_\_\_\_ Church Volunteers in Attendance \_\_\_\_\_

How many times was the Gospel presented? \_\_\_\_\_

How many decisions were made? \_\_\_\_\_: Salvation \_\_\_\_\_ Other \_\_\_\_\_

Please circle the appropriate response for each and add comments on the back of this page when necessary.

	poor			excellent	
Were the trailer and its contents sufficient for your needs?	1	2	3	4	5
Were you successful in meeting your target audience?	1	2	3	4	5
How efficient was the process of checking out the trailer?	1	2	3	4	5
How efficient was the process of returning the trailer?	1	2	3	4	5

What could be added to or changed about the BPT to more successfully meet your needs?

How did your group publicize the event? Was it successful?

Which trailer item attracted the most attention?

Please note any problems with the equipment that might need attention before its next use.