# Tips for Hosting an Event

OFFICE OF Community & Civic Life

## Planning and Hosting an Event

1. Get volunteers – Many hands make light work! Find folks in your community who are interested in helping organize an event. Spread the tasks between multiple people to get them done faster and easier. Check in with your neighbors as you go for ideas and help with solving problems.

2. Pick a date and time – Find a day that works for your community and check the other events happening in your area. You may be able to organize as part of a similar event; or it may be better to choose another date if another event would draw people away from yours.

3. Register your event and apply for permits – Check if your event needs to be registered with the city or county government or with an associated organization. If your event includes blocking off the street, use of a park, or amplified sound, it may require permits. Registering your event could help you get free permits and other perks.

4. Organize food, activities, and entertainment – Party planning can get expensive, but there are many ways to cover costs; many companies offer discounted or free services as part of donation drives, or a pot-luck style party could help spread the cost among the attendees. Check for food allergies!

5. Communicate with neighbors – Post on your neighborhood social media page, put up fliers, start a text chain! Include the necessary information about the event (date/time, location, contact info, plans for food and activities, etc.).

6. PARTY!

**Check out events happening in your area: portland.gov/events**

Promote the Common Good: The Office of Community & Civic Life is building stronger communities by supporting and empowering Portlanders. We think, act, and partner with our communities to better understand and take care of their diverse needs. We invite you to join us in this.