



PHOENIX DAY 2024 Block Party Host FAQ

What are the signature requirements for letters of support for multi-unit apartment buildings?

For multi-unit apartment buildings, solicit a signature from the management company or HOA on behalf of the building - *you DO NOT need to collect signatures from every unit.* However, you are highly encouraged to share flyers and ask management to share your invitation.

Where, when and how do I submit documentation for the letter of support?

Send documentation before you submit your block party application via an email attachment to phoenixday@livablecity.org using the following format for your subject line:

→ **BlockName_CrossSt1-CrossSt2_FirstNameInitial_LastName**

- **Printed and hand signed petitions** - Scan or take photos to send.
- **Digital Petitions** - Download the response sheet as an XLS to send

When will traffic equipment arrive and how should I prepare to store/use it?

Traffic equipment will be delivered on the Wednesday before Phoenix Day to the address you confirmed for delivery. Your equipment package will include ~8 traffic cones that you will need to store between delivery and event-day. You will also receive ~8 Type I/II A-frame barricades and no parking signage.

You will need to attach the "no parking" sign to the Type I/II a-frame barricades and place them on the sidewalk along both curbsides evenly throughout the block by Thursday morning.

To help plan for assistance, A-frame barricades are approximately 2'x3' and weigh 10 lbs.

What equipment will we use to close the street?

You will use the cones and Type I/II A-frame barricades provided to you on Wednesday for the street closure. A diagram to help you place the traffic devices will be provided before the event.

Do I have to host my block party for a full 5 hours?

No - you are welcome to shorten the length of your block party. However, you are not allowed to start the event before 12 or extend it past 5pm.



Do I need to apply for an amplified sound permit with the Entertainment Commission?

No - please complete an [amplified sound agreement](#) with us instead, as Livable City is pulling the Entertainment permit for the block parties directly. Please note, no amplified sound can take place outside of the event times of 12pm-5pm.

What food/drink/activities am I allowed to have?

Read the Phoenix Day Block Party Program Guidelines for details on host requirements. Neighbors are encouraged to be creative with their engagement activities, but there are some activities that are **NOT ALLOWED** at any of the Phoenix Day Block Parties.

The following is a list of activities that are PROHIBITED FROM ALL PXD BLOCK PARTIES:

1. Bounce houses or other large inflatables
2. BBQ or cooking equipment in the public right of way (i.e. sidewalk or roadway)
3. Use of or promotion of tobacco/smoking products or alcohol
4. Promotion of beverages or food that does not meet the City and County of San Francisco's HEAL legislation (i.e. sodas and other sugary beverages, foods with added sugar and/or hydrogenated oils)
5. Distribution of individual, single-use plastic water bottles
6. Sales of any kind (marketplace, food trucks, and stalls, etc)
7. Gated, paid programming (pay rides, VIP lounges, etc)
8. Motor vehicles or motor vehicle shows

Do I need to apply to ISCOTT/SFMTA? When will I hear from ISCOTT/SFMTA about my permit?

If you want to participate in the Sunday Streets Phoenix Day Block Party Program, do **NOT** apply directly to SFMTA/ISCOTT. Submit your application directly SundayStreetsSF.com/BlockParty.

Important: Please do not submit a separate application to SFMTA. The Phoenix Day Program Team at Livable City will submit and pay for the necessary permit applications to SFMTA and the Entertainment Commission on the participant's behalf. Please make sure to include the most updated information about the event in the application or email the latest update to the Program Team at phoenixday@livablecity.org.

Participants will not be reimbursed for separate permit applications and are responsible for any fees incurred.

You will **NOT** be receiving confirmation from ISCOTT for your permit. You will receive the permit details from Livable City once they are given to us.

Livable City

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