

NIGHT UNITE!

TUESDAY, AUG. 2, 2022

PARTY PLANNING CHECKLIST

Task	Who	When	How much	Notes	<input checked="" type="checkbox"/>
Determine time and location					
Pick alternate location if needed					
Register event with City		By July 27	Free	Coonrapidsmn.gov/NightToUnite	
Arrange for traffic barricades			Free		
Distribute "Save the Date" cards					
Plan how others can contribute	(Bring a dish to share, bring your own, bring your own grill item, contribute money)				
Plan activities for children and adults					
Distribute invitations, hang posters					
Plan food					
<ul style="list-style-type: none"> Appetizers, munchies 					
<ul style="list-style-type: none"> Salads 					
<ul style="list-style-type: none"> Meals 					
<ul style="list-style-type: none"> Desserts 					
Plan beverages					
<ul style="list-style-type: none"> Water 					
<ul style="list-style-type: none"> Child beverages 					
<ul style="list-style-type: none"> Adult beverages 					
Bring supplies					
<ul style="list-style-type: none"> Name tags 					
<ul style="list-style-type: none"> Tables/table cloths 					
<ul style="list-style-type: none"> Chairs (or bring your own) 					
<ul style="list-style-type: none"> Plates, cups, napkins, silverware 					
<ul style="list-style-type: none"> Garbage can(s) 					
<ul style="list-style-type: none"> Grill, fire starter 					
<ul style="list-style-type: none"> PROP donation sign and bin 					
<ul style="list-style-type: none"> Prizes/giveaways 					
<ul style="list-style-type: none"> Decorations 					
Clean up after event					