



NIGHT TO UNITE PLANNING

Use this form to coordinate your planning efforts

| WHAT | WHO IS COORDINATING | DETAILS | COMPLETED |
|--|----------------------------|------------------------|------------------|
| Time | | | |
| Location Reserve a room? Alternate location if it rains? | | | |
| Activities for Children | | | |
| Activities for Adults | | | |
| Food Beverage Paper Products Other? | | | |
| Prizes, items to give-away? | | | |
| Register event with your Police Department | | Register early! | |
| Entertainment | | | |
| Set-up Clean-up | | | |
| Event notice/flyer Signs | | | |
| Garbage Bins Name tags Chairs, tables Decorations | | | |