



NIGHT TO UNITE PLANNING

Use this form to coordinate your planning efforts

| WHAT | WHO IS COORDINATING | DETAILS | COMPLETED |
|--|---------------------|------------------------------------|-----------|
| Time | | | |
| Location Reserve a room? Rain location? | | | |
| Activities for kids | | | |
| Activities for adults | | | |
| Food Beverages Paper Products Other? | | | |
| Prizes, items to give-away? | | | |
| Register event with Waite Park Police | | REGISTRATIONS DUE BY MON JULY 19th | |
| Entertainment | | | |
| Set-up | | | |
| Clean-up | | | |
| Event notice/flyer Signs | | | |
| Garbage Bins Road Blocks? Name Tags Chairs, Tables Decorations | | | |