



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			