



# NIGHT TO UNITE PLANNING

Use this form to coordinate your planning efforts

<b>WHAT</b>	<b>WHO IS COORDINATING</b>	<b>DETAILS</b>	<b>COMPLETED</b>
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		<b>Register early!</b>	
Entertainment			
Set-up  Clean-up			
Event notice/flyer Signs			
Garbage Bins Name tags Chairs, tables Decorations			