



Night to Unite Party Planning Items

First Tuesday of August
Between 5:00 pm to 9:00 pm



Event Date: _____ Time: _____

TASK DESCRIPTION	COORDINATOR NAME(S) & CONTACT INFORMATION	DATE DUE	DATE COMPLETED	NOTES
Event location and time set (outdoors)				*Time can be anytime between 5pm-9pm
Alternate location of event (indoors, in case of weather)				
Register your event with the Ramsey County Sheriff's Office: Online or PDF form?				*Registration CLOSSES two weeks before NTU
Communications of event to neighborhood (mail/email/text), including event notice, flyers, and signs				
Food				
Beverages				
Disposable products (cups, plates, napkins, silverware)				
Activities for adults and/or children				

TASK DESCRIPTION	COORDINATOR NAME(S) & CONTACT INFORMATION	DATE DUE	DATE COMPLETED	NOTES
School Supplies Collection				
Prizes to give away				
Traffic barricades				
Entertainment				
Garbage bins, name tags, chairs, tables, decorations, tents/canopy				
Setup for event				
Take photographs of event				
Clean up after event				
Complete the Neighborhood Event Survey Survey and provide photographs the Sheriff's Office				