



Night to Unite 2019 Party Planning Items

Tuesday, August 6, 2019
5:00 pm to 9:00 pm



TASK DESCRIPTION	COORDINATOR NAME(S) & CONTACT INFORMATION	DATE DUE	DATE COMPLETED	NOTES
Event location and time (outdoors)				
Alternate location of event (indoors, in case of weather)				
Register your event with the Ramsey County Sheriff's Office		July 19		
Food				
Beverages				
Disposable products (cups, plates, napkins, silverware)				
Activities for children				
Activities for adults				

TASK DESCRIPTION	COORDINATOR NAME(S) & CONTACT INFORMATION	DATE DUE	DATE COMPLETED	NOTES
School Supplies Collection				
Prizes to give away				
Entertainment				
Communications of event to neighborhood, including event notice, flyers, and signs				
Traffic barricades				
Garbage bins, name tags, chairs, tables, decorations				
Setup for event				
Take photographs of event				
Clean up for event				
Complete the Neighborhood Event Survey Survey and provide photographs the Sheriff's Office		Friday, August 23, 2019		