



## Use this form to track your Night to Unite planning efforts!

Co-Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Things to remember:

- Keep it simple, be an easy act to follow, yet make the event worth people's time. Be organized!
- Make sure your neighbors know that someone from the city will be stopping by – keep your begin & end times clear.
- At the event, have a time when you welcome the neighbors, thank them, make any announcements and have each resident introduce himself or herself.
- Don't do all the work yourself – form a Night to Unite committee!

Things to do	Person Responsible	Details	Done
<input type="checkbox"/> Event Time		<i>Visits from City personnel are from 6 – 9 p.m.</i>	
<input type="checkbox"/> Location <input type="checkbox"/> Alternate plan for rain?		<i>Night to Unite happens rain or shine! Have a back-up plan for rain.</i>	
<input type="checkbox"/> Register event with police dept. <input type="checkbox"/> Registration confirmed?		<i>Register early! Registered events will receive a confirmation.</i>	
<input type="checkbox"/> Event notice/flyers <input type="checkbox"/> Reminder door hangers		<i>Door hangers provided by Police Department. Don't forget to pick up your supplies!</i>	
<input type="checkbox"/> Activities for Kids			
<input type="checkbox"/> Activities for Adults			

Things to do	Person Responsible	Details	Done
<input type="checkbox"/> Food <input type="checkbox"/> Beverages <input type="checkbox"/> Paper Products <input type="checkbox"/> Other?			
<input type="checkbox"/> Prizes, items to give-away? <input type="checkbox"/> Solicit donations from local businesses.			
<input type="checkbox"/> Entertainment/music <input type="checkbox"/> Welcome new residents <input type="checkbox"/> Pictures (take lots of pictures!) <input type="checkbox"/> Organize/collect for school supplies drive		<i>Don't forget to email pictures to the Police Department – mschantzen@ci.ramsey.mn.us.</i>	
<input type="checkbox"/> Garbage bins <input type="checkbox"/> Name tags <input type="checkbox"/> Chairs/tables <input type="checkbox"/> Decorations			
<input type="checkbox"/> Set-up <input type="checkbox"/> Barricades <input type="checkbox"/> Clean up duty			

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_