



Party Planning Checklist

Task	Who	When	How much	Notes	<input checked="" type="checkbox"/>
Determine time and location					
Pick alternate location if needed					
Register event with City			Free	edenprairie.org/NightToUnite	
Arrange for traffic barricades			Free		
Distribute "Save the Date" cards					
Plan how others can contribute	(Bring a dish to share, bring your own, bring your own grill item, contribute money)				
Plan activities for children and adults					
Distribute invitations, hang posters					
Plan food					
• Appetizers, munchies					
• Salads					
• Meals					
• Desserts					
Plan beverages					
• Water					
• Child beverages					
• Adult beverages					
Bring supplies					
• Name tags					
• Tables/table cloths					
• Chairs (or bring your own)					
• Plates, cups, napkins, silverware					
• Garbage can(s)					
• Grill, fire starter					
• PROP donation sign and bin					
• Prizes/giveaways					
• Decorations					
Clean up after event					