

# Planning Checklist

The Police & Fire Departments will hand out giveaways as its members visit National Night Out gatherings.

<b>✓</b>	<b>TASK</b>	<b>WHO</b>	<b>DEADLINE</b>	<b>NOTES</b>
	Determine time and location			
	Pick alternate location if needed			
	Recruit neighbors to assist			
	Register event with Police Dept.		July 29	
	Arrange for street closing (barricades)		July 29	
	Plan a theme			
	Create invitations (use the free download to create your own)			
	Distribute invitations			
	Plan food			
	Appetizers			
	Snacks			
	Salads			
	Meals			
	Desserts			
	Plan beverages			
	Water			
	Child beverages			
	Adult beverages			
	Plan supplies			
	Name tags			
	Tables/table cloths			
	Chairs (or bring your own)			
	Plates, cups, napkins, silverware			
	Garbage can(s)			
	Grill, fire starter			
	Decorations			
	Plan activities			
	Ice breakers, yard games, etc.			
	Kid's entertainment			
	Prizes/giveaways			
	PRISM donation sign and bin			
	Arrange for PRISM donation drop off at the PD (if not picked up at your event)		Aug 8	
	Clean up after event			



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.

