Night to Unite planning

Use this form to coordinate planning efforts

What	Who is coordinating	Details	Completed
Time			
Location Reserve a room? Alternate location if it rains?			
Activities for children			
Activities for adults			
Food Beverage Paper products Other?			
Prizes, items to give away?			
Register the event		Register early	
Entertainment			
Set-up Clean-up			
Event notice/flyer Signs			
Garbage bins Name tags Chairs, tables Decorations			