

Party Planning Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Who** | **When** | **How much** | **Notes** | **🗹** |
| Determine time and location |  |  |  |  |  |
| Pick alternate location if needed |  |  |  |  |  |
| Register event with City |  |  | Free | **edenprairie.org/NightToUnite** |  |
| 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 |  |  |  |  |  |