



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 | |
| 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 | | | | | |