



Burnsville Night to Unite Planning

Use this form to coordinate your planning efforts



| What | Who is Coordinating | Details | Completed |
|--|---------------------|--|-----------|
| Location? Reserve a room? Alternate location if it rains? | | | |
| Activities for children | | | |
| Food | | | |
| Beverages | | | |
| Paper Products | | | |
| Prizes/give-aways | | | |
| Register event with the City | | Register early at www.burnsville.org/NTU | |
| Entertainment | | | |
| Set-up/clean-up | | | |
| Event notice/flyer/signs | | | |
| Garbage bins | | | |
| Name tags | | | |
| Chairs/tables/decorations | | | |