



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					
Coordinate food drive for PROP in conjunction with your event					
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					