



# 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 <a href="http://www.burnsville.org/NTU">www.burnsville.org/NTU</a>	
Entertainment			
Set-up/clean-up			
Event notice/flyer/signs			
Garbage bins			
Name tags			
Chairs/tables/decorations			