



Party Planning Checklist

Tuesday, August 6

ighmn.gov/NightToUnite



Task	Who	When	Cost	Notes	✓
Determine time and location					
Pick alternate location if needed					
Register event with City of IGH		By 7/31/24	Free	ighmn.gov/NightToUnite	
Distribute "Save the Date" cards					
Plan how others can contribute	Bring a dish to share, bring your own dish, bring your own item(s) to grill, contribute money.				
Plan activities for children & adults					
Distribute invitations, hang posters					
Plan food:					
• Appetizers, snacks					
• Salads					
• Meals					
• Desserts					
Plan beverages:					
• Water					
• Child beverages					
• Adult beverages					
Pick up yard signs from IGH PD	<i>*Remember to return borrowed sign to IGH PD after the event</i>				
Bring supplies:					
• Name tags					
• Chairs (or bring your own)					
• Plates, cups, napkins, silverware					
• Garbage can(s)					
• Grill, fire starter					
• Donation bin (if applicable)					
• Decorations					
Clean up after event					
HAVE FUN!			FREE	Take pictures & share with IGH!	

Have a great Night to Unite photo you want to share? Email it to Communications@ighmn.gov