

Night to Unite! Planning

Use this form to coordinate your planning efforts

What	Who is coordinating?	Details	Completed
Time			
Location Reserve a room? Alternate location if it rains?			
Activities for children			
Activities for adults			
Food, beverages, paper products, etc.			
Prizes, giveaways, etc.			
Register event with the Corcoran Police Department		REGISTER EARLY!	
Entertainment			
Set-up			
Clean-up			
Event notice/flyer signs			
Garbage bins name tags chairs, tables decorations			



Night to Unite City contacts:
Sergeant Peter Ekenberg (pekenberg@corcoranmn.gov)
& Recreation Coordinator Jessica Christensen Buck
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