

National Night Out Planning Worksheet

The following are National Night Out Event ideas to help you plan your event:

Type of Event	Location	Activities	Food/Drinks/Misc.
BBQ	Garage/driveway	Icebreakers	(Be mindful of food allergies)
Potluck	Backyard	Games	Water
Ice cream social	Court	Guest Speaker	Snacks
Dessert social	Community Center	Music	Juice
Block party (need a Street Closure Permit permit): call Public Works at 833-6630	Park	Activities for kids:	Tables
Carnival	Block (need a Street Closure Permit): call Public Works at 833-6630	<ul style="list-style-type: none"> ● Coloring/Drawing ● Bouncy House ● Fingerpaints ● Kite flying 	Chairs
Community clean-up			Utensils/plates/cups
Fundraiser			Coolers/Ice
Informal meeting:			Garbage bags
<ul style="list-style-type: none"> ●Collect Contact Info ●Presentation/Discussion 			

Duties to Be Assigned
(not all will apply to your event)

- Design/Distribute Invitations _____
- Collect RSVPs _____
- Register your event with Neighborhood Resources _____
- Plan Menu/Potluck sign-up _____
- Collect money/purchase supplies or food _____
- Apply for Street Closure Permit _____
- Plan children’s activities _____
- Coordinate games _____
- Set Up/Decorations _____
- Clean – Up _____