

NIGHT TO UNITE

Planning Kit

What's Inside

- Party registration information
- Party planning ideas
- Food drive information | Hanover Food Shelf
- Street Closure Request form
- Party and game ideas
- Neighbor Contact sheet

Dates to Remember

WEDNESDAY, JULY 31 | STREET CLOSURE REQUEST DEADLINE

Complete the Street Closure Request form if you are planning to close any portion of the street and return to the City by July 31. This form is ONLY required if you are planning to close a street.

FRIDAY, AUG. 2 | REGISTRATION DEADLINE

IMPORTANT! Fire and Sheriff personnel need time to map out and assign routes for the evening to visit as many parties as possible.

REGISTER

- Email your completed registration to lizg@stmichaelmn.gov
- Mail or drop off completed registration to
St. Michael City Hall | 11800 Town Center Drive NE, Suite 300



**Tuesday, Aug. 6
2024**



11800 Town Center Drive NE, Suite 300
St. Michael, MN 55376

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NTU 2024 Registration Form

Complete and return to City Hall at 11800 Town Center Drive, Suite 300. If you would like to close a portion of, or all of your street, complete and turn in the Street Closure Form with this registration.

ORGANIZER NAME _____

EMAIL ADDRESS _____

PHONE _____

ADDRESS OF PARTY _____

TIME OF PARTY _____

GETTING STARTED

- Start planning early
- Ask for help from your neighbors

FOOD DRIVE

HANOVER FOOD SHELF

Neighborhoods are encouraged to collect non-perishable food and/or personal care items. Fire personnel will pick up donations while visiting your neighborhood.

Donations can also be delivered to St. Michael City Hall before Noon on Friday, Aug. 9.



GET ORGANIZED

- Keep it simple! This event is supposed to be fun. Enjoy the evening with your neighbors!
- Plan activities that promote conversation
- Kid's entertainment | Get older children involved in planning kids games and activities
- Consider logistics | tables, chairs, bug repellent, grills, coolers, etc.
- Create invitations/flyers
- Plan clean-up



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Helpful Suggestions

- Use name tags to help everyone get to know each other
- Set a beginning and end time so people know how much time they need to commit. If they are having fun, they can always stay longer.
- Introduce guests and ask neighbors to introduce themselves.
- Take time during the event to thank everyone for coming.
- Invite former neighbors who have moved away.

Theme Parties & Food ideas

- **Potluck** | Assign each household one dish to prevent too many of the same dish.
- **BBQ** | Set up a few grills and everyone brings their own meat/veggies to grill, plus a salad, sidedish or dessert to share.
- **Dessert Only** | appeal to everyone's sweet tooth.
- **Cater It** | Take up a collection and cater your party! Place the order and let the pros do the rest!
- **Rootbeer float or ice cream party** | Have assorted toppings so everyone can decorate their treats!

Game Ideas

- BINGO!
- Neighbor of the Year Award
- Coloring sidewalk art contest
 - Bike decorating
 - Party hat decorating
 - Two truths and a lie
 - The "est" game
 - who has lived on the block the longest, shortest, etc.



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2024 Street Closure Request Form

MUST BE RETURNED TO ST. MICHAEL CITY HALL BY JULY 31, 2024

NAME OF APPLICANT _____

ADDRESS OF APPLICANT _____

PHONE NO. OF APPLICANT _____

START TIME OF PARTY _____

INDICATE WHERE BARRICADES SHOULD BE DELIVERED _____

NAME AND LOCATION OF STREET TO BE BLOCKED OFF _____

INCLUDE MAP OF AREA

SIGNATURE AND ADDRESS OF LANDOWNERS AFFECTED BY THE BLOCKED STREET TO SIGNIFY THEIR AWARENESS OF THE PARTY

NAME	ADDRESS	SIGNATURE



