

# 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 30 | 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. 1 | 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](mailto: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**

City of  
  
**St. Michael**

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

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## NTU 2025 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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## Neighbor Contact Sheet

**BE A GOOD NEIGHBOR | KNOW ONE ANOTHER AND WATCH OUT FOR EACH OTHER**

This information is just for neighborhood use and will only be distributed to those on the list. Out of respect for your neighbors, do **NOT** share the list or publish anyone's contact information.

NAME	ADDRESS	PHONE	EMAIL



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## 2025 Street Closure Request Form

**MUST BE RETURNED TO ST. MICHAEL CITY HALL BY JULY 30, 2025**

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



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## 2025 Street Closure Request Form

PAGE 2

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