



Thank you for choosing to host a National Night Out party! We hope that your event is fun and informative. Here are some tips to help make your party a success:

- ◆ Once you have decided on a location and time for your event, visit <https://everettwa.gov/NNO> to register. You can request visits by city staff, elected leaders, police, fire or emergency medical services.
- ◆ Plan and delegate—get volunteers from your neighborhood to assist you with the event. Assign responsibilities and focus on the core aspects of your party: food, beverage, entertainment, activities, location, and getting the word out.
- ◆ Serving food? Be sure to check with the Snohomish Health District at www.snohd.org/Food/Food-Permits to obtain the proper permits and make sure you are following safe and healthy practices.
- ◆ Since National Night Out brings neighbors together who may not know one another, having name tags available for people to wear as they arrive creates a more personal atmosphere. Knowing our neighbors can help prevent crime.
- ◆ Have activities for all ages, not just children. Games that help people get to know each other are great for building community relationships.
- ◆ Promote your event—inform your neighbors via social media, flyers, the neighborhood newsletter and word of mouth. If your event is open to the public, the City of Everett will also promote your event on the web!
- ◆ Prepare materials for the night-of—this toolkit provides many different crime prevention and emergency preparedness brochures and information. Have materials printed and ready to be distributed.