

# National Night Out

## Pre-registration worksheet

Party hosts: this sheet will help you gather the information you will need to register your party. Once you have gathered the information, go to [www.portlandoregon.gov/oni/nno](http://www.portlandoregon.gov/oni/nno), and follow the links to the registration form.



**Address of event** (street address, or cross streets)

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**Date of event** (The official date is the first Tuesday in August. You can hold a party anytime between the Friday before and the Sunday after that date, and we will give you the benefits of being a NNO party)

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**What time party attendees will arrive and what time they will leave** (this info helps police and firefighters figure out when they should show up)

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**Number of anticipated attendees** \_\_\_\_\_

**Whether a neighborhood association is sponsoring your party**, and if so, which neighborhood association

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**Party host name** \_\_\_\_\_

**Party host mailing address, with zip** \_\_\_\_\_

**Party host day and evening phone numbers** \_\_\_\_\_

**Party host email address** \_\_\_\_\_

**Whether is it your first time hosting a NNO party** \_\_\_\_\_

**Do you plan to close your street for your party?** \_\_\_\_\_

**Do you plan to hold your party in a park?** If so, which park? Where in the park?

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**Do you plan to have amplified sound?** If so, what kind of sound?

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**Police visits: do you want a specialty unit?** (The Portland Police Bureau tries to send regular street officers to every party, and simply by registering, we assume you want that. You may *also* request a specialty unit such as the mounted patrol, the K9 unit, the motorcycles, etc. These specialty units can only get to a handful of parties. If you want to request a specialty unit, you can do it on the registration form. If you do not mark down that you want a specialty unit, the police still try to send a regular officer.)

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**Fire visits: do you want a fire visit?** (Portland Fire and Rescue tries to send a fire truck to every party. If for some reason you do NOT want a visit from a fire truck, be sure to tell us, so the firefighters only visit the parties that really want it.)

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**Do you want us to post your party** on our website and in local newspapers? (if you say yes, your party info will be listed on our website and given to the media) \_\_\_\_\_

**Anything else** you want us to know?

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*If you have any questions, or would rather have us fill out the online registration form for you once you have gathered this information, please call us at 503-823-4064.*