

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, and follow the links to the registration form.



Address of event (street address, or cross streets)

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)

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)

Number of anticipated attendees _____

Number of anticipated households attending _____

Whether you would like party giveaways (temp. tattoos, magnets) _____

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

Party host name _____

Party host mailing address, with zip _____

Party host day and evening phone numbers _____

Party host email address _____

Co-host's (if you have one) 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?

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

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 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.)

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.)

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

Anything else you want us to know?

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.