



MUSLIM EDUCATORS' NETWORK OF DURHAM

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Ramadan Iftar Community Dinner Planner

USE THIS PLANNER TO HELP YOU PLAN YOUR RAMADAN IFTAR

STAFF ORGANIZER (s): _____

STUDENT GROUP LEADING EVENT (*If Applicable, ex. MSA*): _____

DATE OF EVENT: _____

Event START TIME: _____ Event END TIME: _____

SET UP TIME: _____ CLEAN UP DONE BY: _____

NUMBER OF ATTENDEES Expected: _____

Item/Tasks	Staff/Student Group Responsible & or Other Notes	Check when completed
Space/Room for IFTAR <i>(ex. Gym, cafeteria, etc)</i>		<input type="checkbox"/>
Space/Room for PRAYER <i>(Please be sure this is a separate area etc)</i>		<input type="checkbox"/>
Community Use of Schools Permit		<input type="checkbox"/>
Caterer/Vendor for Iftar dinner		<input type="checkbox"/>
Dates (fruit) for breaking fast		<input type="checkbox"/>
Drinks (water/pop)		<input type="checkbox"/>
Tables needed for IFTAR		<input type="checkbox"/>
Chairs needed for IFTAR		<input type="checkbox"/>
Garbage Bins needed		<input type="checkbox"/>
School Cash Online set up <i>(if you are doing tickets)</i>		<input type="checkbox"/>
Ticket sales opening date/close date on school cash online		<input type="checkbox"/>
Invitation/graphic created for Social Media/website/newsletter		<input type="checkbox"/>
Invitation sent through school messenger to school community		<input type="checkbox"/>
Décor for event		<input type="checkbox"/>
Tablecloths/Napkins/Cutlery		<input type="checkbox"/>
Placemats for each place setting Customize and print through link		<input type="checkbox"/>
Signs for wall to guide guests as they arrive		<input type="checkbox"/>
Registration/Check in list Food Tickets for meals – colour coded?		<input type="checkbox"/>

Estimated cost to run event (supplies, etc.): _____

Account Name & or Number the event costs will be charged to: _____

Equipment Needed during the event **(please check all that apply)**

- 6ft foldable table Qty _____ Location of set up _____
- Chairs Qty _____ Location of set up _____
- Stage/stairs Size _____ Location of set up _____
- Garbage Bin Qty _____ Location of set up _____
- Recycle Bin Qty _____ Location of Set up _____
- Extension Cord Qty _____ Location of set up _____
- Audio System/Mic Location of set up _____
- Projector Screen Location of set up _____
- Portable projector Location of set up _____
- OTHER Equipment not listed _____
- Tech Student to help operate equipment
- Photographer to take pictures for yearbook/social media/website
- Cash box with float (*if applicable and you are selling tickets at the door*)

How long will it take to set up your event? _____

When do you plan on setting up for your event (time)? _____

Who will be responsible to clean up your event? _____

Are custodians needed to help clean up? _____

What will your event LOOK LIKE? (Please draw layout if it applies below or feel free to attach your own)

EVENT SPACE: _____ (café, gym, room, foyer)

WHEN COMPLETE – SUBMIT TO Administration for Approval

Admin Approval: _____ Date: _____ Info recorded on Calendar: