

## 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: \_\_\_\_\_ IFTAR 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 <a href="#">link</a>		<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)

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

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: ☐