

Eid Celebration Committee:12/15/2007

Main Sponsors:

All Dulles Area Muslim Society (ADAMS), Dar Al-Hijrah, Masjid Muhammad, Manassas Mosque, Muslim Association of Virginia

Local Co-Sponsors:

Coordinating Council of Muslim Organizations of the Washington DC Metro Area(CCMODC). Masjidush-Shura, Howard University Muslim Community, DC Council of MSA's, Muslimate Al-Nisaa, Muslim Inter-Community Network, Mafiq Foundation, ICNA VA Unit, Al-Fatih Academy, Islamic Community School, Sister Clara Muhammad School, Education for Life, Islamic Society of Southern Prince George's County, Masjid Taqwa-Nur

National Co-Sponsors:

CAIR, MPAC, Mosque Cares, MAS, MSA National, ISNA

LOCATION: DC Convention Center – Hall C - 128,000 Sq ft

SETUP: Tue Dec 18, 2007: setup 9am to 9pm

Setup: Vendors, Carnival rides, tables, chairs, carpet padding, pipe and drape
Vendor setup 2-8pm

PRAYER & CELEBRATION: Wed Dec 19, 2007

a) 50,000 Sq ft –Prayer area

prayer schedule"

time of Sunrise – 7:23am

8:00am - 1st prayer and Khutba

9:15am – 2nd prayer and Khutba

10:45am – 3rd prayer and Khutba

time of Dhuhur is 12:18pm

b) 70,000 Sq ft - celebration 9:00am to 6:00pm

9:00am to 6:00pm - Carnival, Clowns, Food Vendors, Vendor Bazaar,

6pm-9pm – Clean Up

Volunteer Requirement

SETUP: Tue Dec 18, 2007: setup 9am to 9pm

Setup: Vendors, Carnival rides, tables, chairs, carpet padding, pipe and drape

9am-9pm – Organizing Team

10am-9pm – Decorations

10am-3pm - Prayer Carpet Padding and Tape Lines - Need 4 Volunteers from Each Masjid

2-8pm - Vendor setup – Need 5 Volunteers to help

4-9pm – Signs – ADAMS Youth Group

PRAYER & CELEBRATION: Wed Dec 19, 2007

9am-9pm - Organizing Team

7:30am –12pm – Donation Boxes – Need 5 Volunteers from Each Masjid.

- Mafiq Foundation is helping on this, as well

9am-1:30pm – Carnival – 5 Volunteers from Each Masjid

1pm-5pm – Carnival – 5 Volunteers from Each Masjid

5pm-8pm – Clean Up – 5 Volunteers from Each Masjid

9am – 5pm - Arts and Crafts – Masjid Muhammad

9am- 5pm - Hajj Exhibit - Manassas Mosque

9am-5pm – Info Desk – ADAMS

9am-5pm – Blood Drive – Dar Al-Hijrah

9am-5pm – American Muslim Exhibit – CSAM

9am-5pm – Health Fair – Muslimat Al-Nisaat

9am-5pm – Interfaith

8am-3pm – Media

8am-2pm – Government Relations

9am-12pm – Toy Giveaway

Budget	In Progress
Flyer	Done
Vendor Contract/Letter	Contract DONE Booths are being sold
Electricity and phone needs for vendors and for carnival	Done
Food Vendor issues/contract - people will bring food in cost - charge	Done
Ad book Contract - Ad book ready for IGPS	CANCEL
Carnival Vendor tentative agreement – Moonbounces, Popcorn, Cotton Candy, Games – \$1 or \$2 – packaged tickets/bracelets \$10 a pass – Non toxic Stamp Ticket Booth	Done
Takbiraat and Message from Eid Committee	In Progress
Call and order carpet padding	DONE
<i>Eid Website</i>	DONE
Confirm Khateeb	Done
Insurance policy	Done
Soundsystem	Done
order walkie talkies from bearcom	NEED TO DO
Give logistic list tables, chairs and pipe and drape booths to expo company	Done
Order private security licensed and bonded and insured to work with our volunteers	Done
Blood Drive	IN PROGRESS
Arts & Crafts Plan \$500 Budget	Done
Health Fair	Done
Islamic Exhibit Plan - CSAM	Done
Hajj Exhibit Plan - – Replica of Kaba	Done
Govt Plan	IN PROGRESS
Interfaith plan Interfaith catering 3 tables and pipe and draped area Refreshments Literature Presenter Time span – 2-5pm	Done
Press/Media Plan	IN PROGRESS
wrapping paper for fundraisng boxes	IN PROGRESS
boxes from staples for fundraising	IN PROGRESS
tape, pens, clipboards	IN PROGRESS
Megaphones	IN PROGRESS
Signs –	IN PROGRESS
badges/ribbons	IN PROGRESS
INFO DESK /LOST N FOUND AND LOST KIDS DESK	IN PROGRESS
Food/drink for volunteers	IN PROGRESS
Logistics setup and clean up	DONE
Volunteer form/list needed from each Masjid-	IN PROGRESS

Nasheed, Spoken Word, Karate Demonstrations, etc	NEED TO DO
Security map, Ushers, and Security Details	NEED TO DO
Decorations order	DONE
Goodie Bags - Toy and CANDY TABLE FOR KIDS	IN PROGRESS
Canned Food Drive and small boxes/bottles of Soap, Shampoos, lotion– to local masjid	IN PROGRESS
Volunteer Details - Table/Chair – setup more after Eid prayers	IN PROGRESS