

Eid Al Adha 2007 Action Plan

Eid Celebration Committee:12/01/2007

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, Muslmaat 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

Attended: Br. Albert Sabir, Sr. Uzma Rasheed, Br. Rizwan Jaka, Br. Ahmed Hasan, Br Kambiz Soltani, Br Osama Ismail, Br. Akbar

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 or Thu Dec 20, 2007

we will know exact day about 7 to 10 days before

a) 50,000 Sq ft –Prayer area

prayer schedule"

time of Sunrise – 7:23am

am - 1st prayer and sermon

8:00am - 1st prayer and Khutba

9:15am – 2nd prayer and Khutba

10:45am – 3rd prayer and Khutba

time of Dhuhhr 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

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| Budget | In Progress |
| Flyer | SENT TO International Grpahics and Emailed |
| Vendor Contract/Letter | Contract DONE 8 booths sold \$3070 |
| Electricity and phone needs for vendors anf for carnival | NEED TO DO |
| Food Vendor issues/contract - people will bring food in cost - charge | IN PROGRESS |
| 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 | In Progress |
| Takbiraat and Message from Eid Committee | In Progress |

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| Call and order carpet padding | DONE |
| <i>Eid Website</i> | DONE |
| Confirm Khateeb | IN PROGRESS |
| Insurance policy | IN PROGRESS |
| Soundsystem | NEED TO DO |
| order walkie talkies from bearcom | NEED TO DO |
| Give logistic list tables, chairs and pipe and drape booths to expo company | NEED TO DO |
| Order private security licensed and bonded and insured to work with our volunteers | NEED TO DO |
| Blood Drive | NEED TO DO |
| Arts & Crafts Plan \$500 Budget | IN PROGRESS |
| Health Fair | In Progress |
| Islamic Exhibit Plan - CSAM | NEED TO DO |
| Hajj Exhibit Plan - \$500 Budget – Replica of Kaba | NEED TO DO |
| Govt Plan | NEED TO DO |
| Interfaith plan Interfaith catering Need location, tables pipe and draped area Refreshments Literature Presenter Time span – 2-5pm | NEED TO DO |
| Press/Media Plan | NEED TO DO |
| wrapping paper for fundraisng boxes | NEED TO DO |
| boxes from staples for fundraising | NEED TO DO |
| tape, pens, clipboards | NEED TO DO |
| Megaphones | NEED TO DO |
| Signs – | NEED TO DO |
| badges/ribbons | NEED TO DO |
| order buses | NEED TO DO |
| INFO DESK /LOST N FOUND AND LOST KIDS DESK | NEED TO DO |
| Food/drink for volunteers | IN PROGRESS |
| Logistics setup and clean up | NEED TO DO |
| Volunteer form/list needed from each Masjid- email and telephone Dec 25, 2005 | NEED TO DO |
| logistical flow for setup and day of eid | NEED TO DO |
| Nasheed, Spoken Word, Karate Demonstrations, etc | NEED TO DO |
| Security map, Ushers, and Security Details | NEED TO DO |
| Decorations order | NEED TO DO |
| Goodie Bags - Toy and CANDY TABLE FOR KIDS | NEED TO DO |
| Canned Food Drive and small boxes/bottles of Soap, Shampoos, lotion– to local masjid | NEED TO DO |
| Volunteer Details - Table/Chair – setup more after Eid prayers | |