

# Eid Al Adha 2007 Action Plan

## Eid Celebration Committee:11/18/2007

### **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, 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

### **National Co-Sponsors:**

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

Attended: Br. Albert Sabir, Sr. Bahija AbduSalam, Br. Aamir Rasheed, Sr. Uzma Rasheed, Br. Rizwan Jaka, Br. Ahmed Hasan

Next Eid Meeting - 10:30am-12:30pm - Dar Al-Hijrah

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 - 1<sup>st</sup> prayer and sermon**

**8:00am - 1<sup>st</sup> prayer and Khutba**

**9:15am – 2<sup>nd</sup> prayer and Khutba**

**10:45am – 3<sup>rd</sup> prayer and Khutba**

**time of Dhuhr 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

<b>Budget</b>	In Progress
<b>Flyer</b>	In Progress
<b>Vendor Contract/Letter</b>	DONE
<b>Electricity and phone needs for vendors anf for carnival</b>	NEED TO DO
<b>Food Vendor issues/contract - people will bring food in cost - charge</b>	In Progress
<b>Ad book Contract - Ad book ready for IGPS</b>	In Progress NEED TO DO
<b>Carnival Vendor tentative agreement – Moonbounces, Popcorn, Cotton Candy, Games – \$1 or \$2 – packaged tickets/bracelets \$10 a pass – Non toxic Stamp Ticket Booth</b>	In Progress
<b>Call and order carpet padding</b>	DONE
<b>Eid Website</b>	DONE
<b>Confirm Khateeb</b>	NEED TO DO
<b>Insurance policy</b>	NEED TO DO

<b>Soundsystem</b>	NEED TO DO
<b>order walkie talkies from bearcom</b>	NEED TO DO
<b>Give logistic list tables, chairs and pipe and drape booths to expo company</b>	NEED TO DO
<b>Order private security licensed and bonded and insured to work with our volunteers</b>	NEED TO DO
<b>Blood Drive</b>	NEED TO DO
<b>Arts &amp; Crafts Plan \$500 Budget</b>	NEED TO DO NEED TO DO
<b>Health Fair</b>	In Progress
<b>Islamic Exhibit Plan - CSAM</b>	NEED TO DO
<b>Hajj Exhibit Plan - \$500 Budget – Replica of Kaba</b>	NEED TO DO
<b>Govt Plan</b>	NEED TO DO
<b>Interfaith plan Interfaith catering</b> Need location, tables pipe and draped area Refreshments - \$347 Literature Presenter Time span – 2-5pm	NEED TO DO
<b>Press/Media Plan</b>	NEED TO DO
<b>wrapping paper for fundraising boxes</b>	NEED TO DO
<b>boxes from staples for fundraising</b>	NEED TO DO
<b>tape, pens, clipboards</b>	NEED TO DO
<b>Megaphones</b>	NEED TO DO
<b>Signs –</b>	NEED TO DO
<b>badges/ribbons</b>	NEED TO DO
<b>order buses</b>	NEED TO DO
<b>INFO DESK /LOST N FOUND AND LOST KIDS DESK</b>	NEED TO DO
<b>Food/drink for volunteers</b>	NEED TO DO
<b>Logistics setup and clean up</b>	NEED TO DO
Volunteer form/list needed from each Masjid- email and telephone Dec 25, 2005	NEED TO DO
<b>logistical flow for setup and day of eid</b>	NEED TO DO
<b>Nasheed, Spoken Word, Karate Demonstrations, etc</b>	NEED TO DO
<b>Security map, Ushers, and Security Details</b>	NEED TO DO
<b>Decorations order</b>	NEED TO DO
<b>Goodie Bags - Toy and CANDY TABLE FOR KIDS - \$1000</b>	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	