

**Eid Celebration Committee:11/5/2008**

**Conf Call Attendees:**

**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, Muslimaati 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: Sat Dec 6, 2008: setup 9am to 9pm**

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

**Vendor setup 2-8pm**

**PRAYER & CELEBRATION: Sun Dec 7, 2008 or Mon Dec 8, 2008**

**a) 50,000 Sq ft –Prayer area**

prayer schedule"

**time of Sunrise – 7:13am**

**7:30am - 1<sup>st</sup> prayer and Khutba**

**8:30am – 2<sup>nd</sup> prayer and Khutba**

**9:45am – 3<sup>rd</sup> prayer and Khutba**

**11:00am - 4<sup>th</sup> prayer and Khutba**

**time of Dhuhur is 11:59pm**

**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>	Done
<b>Flyer</b>	In Progress
<b>Vendor Contract/Letter</b>	Contract DONE Booths are being sold
<b>Electricity and phone needs for vendors and for carnival</b>	In Progress
<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
<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>Takbiraat and Message from Eid Committee</b>	In Progress
<b>Call and order carpet padding</b>	In Progress
<b>Eid Website</b>	In Progress

<b>Confirm Khateeb</b>	In Progress
<b>Insurance policy</b>	Need to do
<b>Soundssystem</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
<b>Health Fair</b>	Need to do
<b>Islamic Exhibit Plan - CSAM</b>	Need to do
<b>Hajj Exhibit Plan - – Replica of Kaba</b>	Need to do
<b>Govt Plan</b>	Need to do
<b>Interfaith plan Interfaith catering 3 tables and pipe and draped area Refreshments Literature Presenter Time span – 2-5pm</b>	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>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-	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</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	Need to do
muslim link ad	Need to do