

EID PREPARATION

Contact Venue 4 -6 Months before Eid ul Fitr and Eid ul Adha and make reservation with approximate dates. Confirm with Venue day of Eid the night before for Eid Ul Fitr and and 1st of Dhul Hijjah for Eid ul Adha. Check with Venue for pre-access to setup the lines the day before Eid.

2 months before Eid, submit Police application for traffic control. Confirm with police the night before for Eid ul Fitr, and the 1st of Dhul Hijjah For Eid ul Adha

Volunteers – Make announcements, Send email to community, Create volunteer sign up list, Contact all volunteers and Create WhatsApp Group

Purchase team

- Rope/String
- Masking Tape, Caution Tape, Red/White Tape, Clear Package Tape, Scotch Tape, Duct Tape
- Scissors / Box Cutter
- Hi Vis Safety Vests
- Volunteer Tags / Media Representative Tags
- IAS Signs : 11x17 for podium, IAS Banners, Brothers/Sisters Hall Sign, Road Signs, IAS Poster Signs
- Poster Board, Markers, Sharpie, Pen

Inside Team

- Imam Prayer Rug
- Lines
- Sound: 2 Large Projector Screens, 3 Microphones (1 Headset, 2 Handheld), 1 Camera with Tripod, 1 Switcher
- MC / Announcements
- Line Ushers
- Tables – Fundraising, Paid Business Table
- Lost and Found Area – Table and Sign
- Chairs
- Stroller Area

Guests Team

- Chairs/Sofa
- Invitation Letter
- Guest Greeters / Welcome and Direct to their Area
- Gifts/Flower/Breakfast Arrangement
- Water Bottle, Tissue Box, Name Placards/Tags

Outside Team

- Parking
- Entrance
- Placement of Signs
- Direct Passenger Traffic to IAS Hall

Clean Up Team

- Remove all Signs from Wall / Tables
- Remove all strings and tape from floor
- Collect all high vis vests and volunteer pouches
- Collect all items and place in boxes
- Take and return all items to Masjid