**Unity Iftaar Event Check List**

As Ramadan approaches, we aim to build on the success of previous Unity Iftar events, which last year included over 50 UKIM mosques and Centres offering a variety of activities such as observing prayer, mosque tours, presentations on Ramadan, questions and answers on Islam and breaking the fast together. We encourage you to invite both local non-Muslim residents and dignitaries. Building strong relationships with the local community is essential, as the mosque provides important services like food banks. Beyond Ramadan, we aim to foster lasting connections with our neighbours and demonstrate our commitment to community cohesion, making us a key hub for local services and engagement.

This checklist is designed to help you organise an informative Iftaar event for people of other faiths/none.

**Planning & Preparation**

**[ ]** **Select a Team leader**

**[ ]** **Build a team of volunteers**; members of the organisation and volunteers from the local community.

[ ] **Define the Volunteer Roles:** Set expectations with the volunteers on their roles & responsibilities, for example, remain pleasant throughout the event, questions from guests can be noted and saved for the Q&A, encourage them to sit with the guests on the event day.

[ ] **Prepare any presentations or speeches:** make them clear, concise and respectful.

**[ ]** **Set a Date & Time**

**[ ]** **Venue Selection**:

[ ] Has suitable capacity for the expected number of guests.

[ ] Has suitable car park capacity for the expected number of guests. If not, the best location for overflow parking.

[ ] Accessibility considerations (wheelchair access, etc.)

[ ] Availability of prayer space.

[ ] Ambiance - consider a welcoming and respectful environment.

**[ ]** **Health and Safety:**

[ ] Ensure venue has clear fire exits signage and team understands the evacuation procedures.

**[ ]** **Guest List & Invitations:**

[ ] Identify your target audience (neighbours, colleagues, community groups).

[ ] Use the electronic and/or printed invitation cards or email for invitations. Request RSVPs.

[ ] Send the expected guests a polite reminder a couple of days before the event.

**[ ] Budget**: Determine the budget for food, decorations, venue rental (if applicable), and any other foreseen expenses.

[ ] **Prepare a gift pack**; suggestion – a copy of the Quran, booklet about Ramadan, etc.

**[ ] Catering/Food:**

[ ] Plan a menu that caters to diverse dietary needs (vegetarian, vegan, halal options are essential).

[ ] Ensure people’s food allergies are also catered for or understanding of the key ingredients for the proposed menu – this can be communicated to guests on the day of the event.

[ ] Consider traditional Iftaar foods like dates, water, and a light meal to break the fast, followed by a more substantial meal.

[ ] Arrange and confirm catering arrangements (or organise volunteers to prepare food).

**[ ] Unity Iftaar Evening**

[ ] Set up the hall (preferably a day before)

[ ] Risk review - ensure the fire exits are not obstructed and deal with any health and safety hazards.

[ ] Ensure clear signage to guide the guests around the venue.

[ ] Set up Registration Table: Have a designated area/designated volunteer for guest registration.

[ ] Start the program on time and go through house keeping (eg fire exits)

[ ] Encourage volunteers to sit with the guests during the program.

[ ] Quran recitation (short and relevant passage). *Select the best Qari for the recitation.*

[ ] Presentation – Explain the significance of Ramadan/Fasting.

[ ] Iftaar followed by Maghrib salah – encourage guests to observe the prayer.

[ ] Partake in meal with guests – ensure guests are served first!

[ ] Open discussion/Q&A (encourage questions in a respectful environment).

[ ] Offer guests a gift bag.

[ ] Record their feedback and ask for their consent to use the clips/photos for the future events.

[ ] Thank them for attending the Iftaar event & closing.

**Note**: This is a general guideline, not an exhaustive list. The organisation’s management needs to make sure all aspects of the event have been considered