



#Unity Iftaar Setup Guide



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In this guide, you'll learn about its meaning, how to plan and set up your event, assign volunteer roles, train your volunteers, invite the community, manage catering and confirmation, prepare the mosque, and give concluding remarks.



What is Unity Iftaar?



Unity Iftaar is a community event for all, regardless of faith, to experience the warmth and spirituality of Ramadan at your mosque. It includes fasting (optional), mosque tours, Islamic education, prayer observation, and communal iftar.

Plan Your Unity Iftaar

Hold an internal meeting with your team to discuss:

1. Select date and times for your Unity Iftaar.
(You can do as many dates as you want to facilitate unity iftar for your community)
2. Discuss and assign volunteer roles.
 - **Tour Guides:** To welcome and provide insightful mosque tours.
 - **Coordinators:** Manage iftar arrangements, tables and setup
 - **Presenter:** Conduct presentation on Ramadan
3. Tell volunteers to go to unityiftaar.org/training for guidance
4. Consider guest capacity and dietary needs
5. Go to unityiftaar.org/support and 'Submit Dates' and your guest capacity you have agreed



Preparing Unity Iftaar Materials

Prior to the event you want to ensure materials are ready to be setup and used. Things such as poster boards with the basics of Islam that can be put up, pop-up banners (free pop-up banners will be posted to you), selfie frames as well as gift bags with dawah packs in them for guests when they leave.

1. Download Templates: Go to unityiftaar.org/resources and download the 'Unity Iftaar Pack.zip' this contains all available resources.

2. Print Posters Boards & Selfie Frames: Unzip the 'Unity Iftaar.zip' pack and open the '3. Board Pack' folder > 'All Boards.pdf' file & 'Photo Frame 1 (or 2)' which will require printing, we recommend getting this printed in a high quality A1 poster size where boards can be put up on walls and reused for other events. *(If you do not have finances to get these printed, we can send you a board pack if you request it via unityiftaar.org/support)*





Preparing Unity Iftaar Materials

3. Order Cutlery & Drinks: If available use plates, cups, forks, spoons but if there aren't any available then we recommend paper/plastic plates, forks, spoons, cups, napkins and paper table covers where it will be quick and easy to clean-up.

4. Tables & Chairs: Ensure you have enough tables and chairs, if not an area where people could sit down on the floor. Prioritise those that need a chair.

5. Gift Bags: If you can, arrange dawah packs to be printed and put into gift bags for guests to leave with along with a Qu'ran. If you don't have any Dawah materials, Dawah packs can be requested via unityiftaar.org/support

YOUR BRANCH Unity Iftaar

Unity Iftaar is more than just an event; it's a bridge between different cultures and communities. It's an opportunity to foster understanding, make new friends, and build a stronger, more cohesive community.

We look forward to welcoming you and sharing this special evening together. If you have any questions or require further information, please do not hesitate to get in touch.

Hi, Soifur. When you submit this form, the owner will see your name and email address.

* Required

1. Full Name

*

Enter your answer

2. Email Address

*

Enter your answer

3. Contact Number

*

The value must be a number

4. Are you part of any organisation, business or school?

*

☐ Yes

☐ No

Using RSVP & Arranging Catering

Create an RSVP system using Microsoft Forms or Google Forms for guests where they can sign up for Unity Iftaar at your branch taking into account dietary requirements.

Based off your responses, arrange catering to account for all guests and dates.

For a usable RSVP template please request this via unityiftaar.org/support

Inviting the Community

Invite your local community using your preferred method (flyers, letters, emails, social media, word of mouth) linking in your RSVP method (such as Microsoft Forms).

Ensure your invitation is inclusive and welcoming to all.

You can find resources such as social media templates, letters, posters, flyers via unityiftaar.org/resources





Preparing the Mosque

Prior to the event, start setting up your mosque for unity iftaar.

1. Reception area for guests to check-in (this could be a simple table setup at the entrance).
2. Put up Unity Iftaar pop-up banner which will be sent along with selfie frames once you submit your dates via unityiftaar.org/support
3. Have an area where you put your selfie frames where guests can use at the end of the event
4. Educational displays about Islam (put basics of Islam displays such as the 5 pillars of Islam that could be put up and explained to guests – these can be requested via unityiftaar.org/support).
5. Prayer observation space and presentation (some chairs where guests can sit and watch the prayer and presentation about ramadan).
6. Dining area for iftar.

Conclusion

Thank you for being a part of Unity Iftaar. Your efforts in hosting this event bring our community closer, fostering understanding and harmony.

For further assistance and to submit your dates please visit: unityiftaar.org/support

Remember to access resources and templates via unityiftaar.org/resources

Train your volunteers via unityiftaar.org/training

Take lots of pictures and videos at the event so we can use this for promotional materials. Which can be sent to masjidconnect@ukim.org

We ask for feedback from guests using unityiftaar.org/feedback