



In the Name of Allah, the Beneficent, the Merciful

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The Holy Prophet (SAW) said, "'O' people! Whoever in this month will make arrangements for the fast-breaking (Iftar) of a believer will be bestowed upon the reward equal to freeing of a slave and all of his past sins shall be pardoned. He was asked: 'O' Prophet of Allah! But all of us are not in a position to arrange the fast-breaking of a fast observer.' The Prophet replied: 'Protect yourself from Hell-Fire and offer fast-breaking even if it happens to be a piece of date with a glass of sherbet.' "

## Ramadhan Iftaar Sponsor's Checklist

<p><b>General Information</b></p> <p>Salaams! First, we would like to thank each and every one of the sponsors for dedicating their time and energy to provide food for the community. InshAllah, Allah (SWT) will reward your efforts. In order to make the iftars go as seamlessly as possible, we kindly ask that the sponsors complete the items on the checklist below:</p>				
<p><b>Pre-Iftar</b></p>				
<p><input type="checkbox"/> Turn on all lights and fans</p>				
<p><input type="checkbox"/> Set up eating area</p>	<p>Men's: Make sure all rooms are set up for eating</p>	<p>Women's: Make sure the upstairs tarp and table cloths are set up on the floor</p>		
<p><input type="checkbox"/> Set up food table</p>	<p><b>Supplies:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> <li>Dates</li> <li>Cups (<b>hot/cold – 8oz only</b>)</li> <li>Plates (<b>Three Sectional only</b>)</li> <li>Bowls</li> <li>Napkins</li> <li>Spoons</li> </ul> </td> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> <li>Forks</li> <li>Tea Bags (<b>preferred open Tapal Danedar tea</b>)</li> <li>Evaporated Milk</li> <li>Sugar</li> <li>Chafing Dish Gel Fuel</li> <li>Garbage Bags</li> <li>Containers to distribute extra food</li> </ul> </td> </tr> </table>		<ul style="list-style-type: none"> <li>Dates</li> <li>Cups (<b>hot/cold – 8oz only</b>)</li> <li>Plates (<b>Three Sectional only</b>)</li> <li>Bowls</li> <li>Napkins</li> <li>Spoons</li> </ul>	<ul style="list-style-type: none"> <li>Forks</li> <li>Tea Bags (<b>preferred open Tapal Danedar tea</b>)</li> <li>Evaporated Milk</li> <li>Sugar</li> <li>Chafing Dish Gel Fuel</li> <li>Garbage Bags</li> <li>Containers to distribute extra food</li> </ul>
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<p><input type="checkbox"/> Start boiling water for tea</p>				
<p><input type="checkbox"/> Fill water jugs and coolers</p>				
<p><input type="checkbox"/> Start heating food</p>				
<p><input type="checkbox"/> Make sure garbage bags are placed in all garbage cans</p>				
<p><input type="checkbox"/> Refill food as needed</p>				
<p><input type="checkbox"/> Empty and replace garbage bags</p>				

**Post-Iftar**

Clean up the entire food area

Although there is a dumpster, please make the effort to take the garbage home with you and your group. The dumpster cannot accommodate all the garbage for the entire Ramadhan and we cannot overfill the dumpster.



- Vacuum rooms
- Windex tables/tablecloths
- Fold tarps for next-days use
- Pick up garbage in food area and bathrooms
- Put new garbage bags in all garbage cans

- Pack up and distribute extra food
- Leftover food must not be kept at the center.
- Clean and empty tea percolators
- Empty water coolers and jugs
- Mop floors

Clean up the kitchen

- Make sure all dishes/spoons are washed and put back
- Clean counters
- Sweep/Mop floors

**Post-Program**

Clean-up all the rooms at the men, and women side

Have to mop the dinner setup area, and the tea and bathroom area

Throw the remaining tea from the tea-maker, and clean it for the next day

Make sure throw the garbage bags in the outside dumpster. If the dumpster is full arrange the remaining bags to be sent with people

Empty garbage from bathrooms

Put new garbage bags in all bathrooms

**Take garbage home, if dumpster is full (Please do not put the waste outside the dumpster)**

Turn off lights and fans

InshAllah, this year's Ramadhan will be a success and Allah (SWT) will reward everyone involved for their efforts and contribution. Please adhere to the checklist and make sure that all items are performed. We need a community effort to make the iftars successful!

Fi Amanillah,

Ahlebaith Association