PRODUCTIVE *Eid*
event planner

Use this worksheet to help organise your next Eid get-together! View the full [article](#) for more practical tips.

volunteer list

Event Manager:

Task	Team Member(s)	Phone Number
Invitations		
Budget		
Fundraising		
Catering		
Transport		
Venue		
Activities		
Decorations		

guest list

Person in Charge:

	Name	Phone Number	Invited	Confirmed	# Attending	
					Adults	Children
1			◯	◯		
2			◯	◯		
3			◯	◯		
4			◯	◯		
5			◯	◯		
6			◯	◯		
7			◯	◯		
8			◯	◯		
9			◯	◯		
10			◯	◯		
11			◯	◯		
12			◯	◯		
13			◯	◯		
14			◯	◯		
15			◯	◯		
16			◯	◯		
17			◯	◯		
18			◯	◯		
19			◯	◯		
20			◯	◯		
21			◯	◯		
22			◯	◯		
23			◯	◯		
24			◯	◯		
25			◯	◯		
26			◯	◯		
27			◯	◯		
28			◯	◯		
29			◯	◯		
30			◯	◯		
31			◯	◯		
32			◯	◯		
33			◯	◯		
34			◯	◯		
35			◯	◯		
36			◯	◯		
37			◯	◯		

Total:

venue planning

Person in Charge:			
Option	1	2	3
Address / Location			
Gender Segregation			
Outdoor Area			
Indoor Area			
Wheelchair Access			
Bathroom Facilities			
Parking			
Finalised Option	◯	◯	◯

transport arrangement

Person in Charge:

Meeting Point			
			Time:
Option	Public Transportation	Charter Bus	Car Pool
Details			
Finalised Option	◯	◯	◯

itinerary

Time		Schedule	Location	Person in Charge
Start	End			

activities & games

Person in Charge:

Activity	Indoors?	Outdoors?	Age Range	Supplies Needed	Estimated time
	○	○			
	○	○			
	○	○			
	○	○			
	○	○			
	○	○			
	○	○			
	○	○			

catering

Person in Charge: _____   **# of guests:** _____

Special Dietary Requirements:
- ◯ Diabetic option
- ◯ Low sodium
- ◯ No red meat

- ◯ _____
- ◯ _____
- ◯ _____

Option	1	2	3
Caterer			
Contact Details			
Notes			
Quotation			
Booked	◯	◯	◯
Amount Paid			
Amount Owed			

Menu	Item	Catered?	Potluck?	Who is bringing it?	Shopping List
Appetizers		◯	◯		
		◯	◯		
		◯	◯		
		◯	◯		
Sides		◯	◯		
		◯	◯		
		◯	◯		
Mains		◯	◯		
		◯	◯		
		◯	◯		
		◯	◯		
Desserts		◯	◯		
		◯	◯		
		◯	◯		
Drinks		◯	◯		
		◯	◯		
		◯	◯		

budgeting

Person in Charge:

# of guests:

Expenditure	Expected Funds	Funds Received	Payment Made
Invitations			
Venue			
Decorations			
Transport			
Catering			
Games			
Total			
Cost per guest			

Sponsor	Date	Amount
Total		

Payment Method

Bank account details:

by ___ / ___ / ___