

## Holy Days CHECKLIST

**Budget:** LSA has approved a budget of **up to \$50**. If more is needed please consult the LSA before spending the funds. Receipts can be submitted to the local treasurer.

**Choose Helpers for:** Devotions, music, pick up of supplies and kitchen/refreshment prep, set-up tables/chairs, clean-up, sound system - microphones, decorators - flowers, candles, head tables, picture of Abdu'l-Baha, etc..

**Arrange for helpers to arrive 45-60 minutes before start time.**

**Music:** deliver music days in advance to sound system operator - please do not just show up with it.

**FOOD ARRANGEMENTS:** Plan what kind of event it will be. Potluck or provided by the host *this needs to be communicated to the secretary* so that it can be emailed to the community.

### **PROGRAM:**

#### ***Prepare printed copies as follows-***

One complete copy for chairperson

One complete copy for sound system operator

One relevant reading (plus a copy of the program itself for each reader if you choose)

All copies placed in folders

Email copies ahead of time to the chairperson and sound system operator.

### **FOOD SUPPLIES:**

You are responsible for ensuring that all supplies are brought to the hall. *That means.....*

Find out where the supplies are being stored, arrange for pick up and confirm that the supplies will be enough for the event.

### **HALL KEY:**

Ensure that the person who booked the hall has the key in their possession on the day and arrange for them to be there to open the door at set-up time or pick the key up from them earlier.

### **CHAIRS and TABLES**

**SET-UP:** Try to have planned how the set-up of the chairs/tables will be before the event so that when all the helpers arrive you know what to tell them. Also the sound system operator can immediately get started if they know the floor plan.

**CLEAN-UP:** Chairs and table/s returned to their proper place, floor cleaned, garbage taken out and turn off the lights. All table clothes to be washed if dirty and returned to the supplies box

**DECORATING** should be done

**TEA and COFFEE** to be made ready for the event (plan 45 mins to brew)

**Coffee Cream - CALL someone** to be responsible for bringing cream

Coffee and hot water urns to be cleaned and thoroughly **dried** before being packed

**Devotional:** Email the reader their part a few days ahead so that they have time to practice.

Remind them to speak into the microphone, slowly and clearly they should express in their voices either happiness or solemnity depending on the nature of the Holy Day. Suggestion about non-English prayers. The prayer should be short and appropriate for the occasion.

Please consult Mrs. Ninous Ashraf on selection of Persian prayers and writings before asking individuals to read.

### **Consider:**

- **the whole community when planning: children, junior youth, youth and adults**
- **whole group singing**
- **performances - also can they be seen by audience, know how long it will be**

\_\_\_\_\_OTHER POINTS\_\_\_\_\_

Identify which tablets and time of reading for specific holy days.

Liaisons to Ad Hoc committees?

Attach Badi calendar letter from UHJ.