



Muslim Community Association of Ann Arbor and Vicinity

2301 Plymouth Road, Ann Arbor MI-48105
Web: www.mca-a2.org Phone: (734) 665-6772

MCA Events Checklist

Community Event:

The items below will be communicated and coordinated by MCA Office Manager

1. Event needs to be approved by concerned EC Chair
 - a. Educational events and speakers need to have prior approval by Imam
 - b. Availability of date to be confirmed with MCA calendar
 - c. Event Lead (organizer) to be clearly identified
2. **Announcements:**
 - a. Poster for Event: organizer to pass to the Office Manager **3 weeks prior to event (3 wks)**
 - b. Poster to be placed on Noticeboard
 - c. Email Notification: Organizer to communicate events details with poster **(3 wks)**
3. **Food Catering:**
 - a. Organizer to coordinate with MCA Social Chair to organize for food catering vs. potluck
 - b. Details about ordering food and timing needs to be discussed **(3 wks)**
 - c. Volunteers for serving food (4 brothers and 4 sisters) to be assigned by organizers
4. **Babysitting:**
 - a. Organizer to decide if babysitting is required and communicate with Social Chair about timing and number needed **(3 wks)**
5. **Parking/Security:**
 - a. Organizer is to decide if parking security is needed for the event
 - b. Organizer to communicate with Maintenance Chair for security service date, timing, and number needed **(2 wks)**
 - c. If Willowtree parking space is needed, organizer to communicate with Maintenance Chair who will communicate with Willowtree management for approval **(1 week)**
6. **Event Location:**
 - a. Organizer to ensure that space is ready and clean for the event
 - b. To open up at least two partitions for sisters side if event is for both brothers and sisters
 - c. Microphone is functional and ready for speaker, brothers, and sisters
 - d. Organizer to communicate with speaker regarding the need for AV equipment and have them ready
 - e. This set up can be applied with help from the office manager



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- f. Cleaning post event is discussed ahead for recruitment of volunteers or extra cleaning is required to have Maintenance Chair plan for this **(1 week)**
- 7. MC Event:**
 - a. Organizer to assign a MC for the event, organizer can be the MC person
 - b. MC should welcome the crowd at the start of the event, introduce the event, speaker etc.
 - c. MC should be aware of all set up that has been performed - babysitting, food, parking etc.
 - d. MC should thank the speaker and the audience for their attendance
 - e. MC should take the consideration of all members in the audience when making any decision regarding the event
 - f. For all other decisions, MC should refer to members of the Executive Committee who are present in the event.
 - g. MC shall be solely responsible to oversee all activities in the case of an emergency
- 8. Outside Speaker:**
 - a. Organizer needs to contact external speaker, if applicable
 - b. Organizer to assign a person to attend to speaker's needs (airport transportation, hotel, day of event transportation, and other hospitality items)
- 9. Event Expenses: All expenses related to the event needs to be approved by concerned EC Chair (Outside speaker, food, babysitting, security, and others)**