



School Iftar Event Planning Guide

Hosting a school Iftar is an opportunity to foster belonging, inclusion, and community connection. This guide provides practical considerations to support schools in planning an inclusive and welcoming event for students, families, and staff.

Pre-Planning and Logistics

- Ensure the event aligns with your school board and school policies.
- Consult with administration early in the planning process.
- Form a planning team that includes staff, students, and community volunteers. Shared responsibility strengthens organization and builds community.
- Select a date carefully. Avoid conflicts with:
 - Major religious and cultural observances (e.g., Lunar New Year, Diwali, Rosh Hashanah)
 - Professional Learning Days
 - School-wide events or testing periods
- Determine the event time by confirming the exact time of breaking the fast (iftar) on that day. Plan to open doors at least one hour before iftar so families have time to arrive and settle.
- Choose a location (e.g., gymnasium, cafeteria) and confirm its maximum capacity.
- Arrange necessary equipment such as tables, chairs, garbage bins, and audio equipment in advance.
- Communicate clearly and early with families. Ensure messaging emphasizes that all members of the school community are welcome.





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Volunteers and Roles

- Recruit staff, student, and community volunteers.
- High school volunteers are especially helpful. Clearly communicate expectations and assign specific roles such as:
 - Event setup and cleanup
 - Greeting families
 - Food distribution
 - Managing seating
 - Supporting younger children
- Provide volunteers with clear instructions prior to the event to minimize confusion on the day.

Food Planning

- Be mindful of the diversity of your school community. Ensure food options are inclusive and respectful of dietary needs, such as: Halal, Vegetarian and vegan, Nut-free, Allergy-aware options
- Decide on the format: Buffet style, Pre-packaged individual meals, Potluck contributions from families
- Consider pre-ordering meals to reduce waste and improve organization. Options for ordering may include: School Cash Online, Cash collection, Pre-registration forms.
- Explore partnerships with local businesses, community organizations, or places of worship that may sponsor meals or provide financial support.





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Financial Planning

- Discuss funding options with the principal, including school funds or equity and inclusion budgets.
- Determine whether families will be charged. If so, consider:
 - Reduced or no cost for young children (e.g., under age 3–4)
 - Family caps for larger families
 - Equity considerations to ensure all families can attend
- Plan fundraising initiatives ahead of time to offset costs. Examples include: Bake sales, Spirit days, Community donations, School council support

Collaboration and Community Building

- Collaboration is key to a successful event. Consider partnering with:
 - Other schools in your family of schools
 - School council
 - Community organizations
 - Parent volunteers

