

----- *Scheduling Questions* -----

Bismillah Rahman Raheem

Salam alaykum:

We thank Allah for the opportunity to work together for the sake of Islam to insure your event with Sheik Yusuf Estes goes well, inshallah, We have already prepared pages online to get started:

<http://islamtomorrow.com/bookings/>

The schedules are found at:

<http://islamevents.com/yusuf>

The methods for presenting Islam in the west are listed at:

<http://islamtomorrow.com/dawah/>

(202) 436-9640

IMPORTANT: Keep in mind we must keep on schedule and not be late.

First, tell us about your organization:

Organization Legal Name

When was the organization started? (date)

Who is in charge? (Names)

Address (street)

City and State, zip

() _____
Contact Person phone

Contact Person Name

Cell phone/ or emergency phone

Another Name of responsible person & phone number

email addresses of all those responsible for the event

(more email addresses)

Now tell us about the event

Type of Event (conference / dawah / TV - Radio / Open House)

Name of Event

Dates And Times

Place of Event

City and State

Name of Chairman

Names of Key Participants (Speakers, Reciters, etc.)

What you would like us to do:

How many days and nights will you need Sheik Yusuf in your area?

From What Date to What Date?

Travel arrangements - Air, aisle seat, kosher or Halal meals, full size planes only

E-Tickets are preferred - must call to double check before purchase

Hotel room - no stairs, elevator OK, must have high speed / DSL in room

What other programs do you have arranged there in the area for Sheik Yusuf to do?

Set up interviews with public relations people / newspeople / TV - radio / etc.

Microphones must be available at ALL locations (even small gatherings)

Laptop computer is needed for all major events / MP3 recorders OK for small

Provide cell phone to stay in touch during event

High speed is MUST - at hotel and any events needing broadcast

Provide volunteers to help carry and set up equipment and dawah materials

List organizations and agencies to be used for promoting this event.

List personalities and public figures you intend to meet with sheik

Are there going to be any meetings with political figures? (If so, please send details)

List TV or radio stations and newspapers

CDs / materials for sheik must be displayed in prominent place for distribution

We hope that these guidelines and questions will help to stimulate us both in directions of dawah for the sake of Allah and for this deen of Islam, ameen. Please give us details on what you want done as soon as possible - by first calling us and then writing to us.

Reply to all of these addresses, please:

mailto:contact@shareislam.com

mailto:sheikyusuf@yahoo.com

**We will be waiting for your reply - inshallah.
Jazakalah khair was salam alaykum,**

Yusuf Estes

National Muslim Chaplain

Washington, DC - USA

Phone: (703) 354 5224 Fax: (same - call first)

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