

Local City PR Iftar Event Guidelines

Professional organization and delegate engagement strategies for building lasting relationships

A comprehensive guide for the Local City team to host impactful delegate interactions.

Business Development Division - Al Tijaarat al raabehah



Objective

Establishing clear goals for delegate interaction and community representation



Build relationship with delegate



Showcase community unity and businesses



Present structured and positive image



Before the Event

Essential preparation steps to ensure seamless execution and protocol adherence



Send formal invitation in advance



Confirm timing and protocol



Assign one coordinator



Prepare short presentation and business data



Arrange photography and documentation

Venue & Setup

Creating a professional environment that highlights community achievements



Clean and well organized venue



Simple backdrop with community branding



Display key business sectors and achievements



Proper seating and sound system

Business Showcase

Highlighting economic impact and entrepreneurship within the community

Briefly present:



- Major business sectors
- Employment generated
- Youth and women entrepreneurs
- Welfare and education initiatives

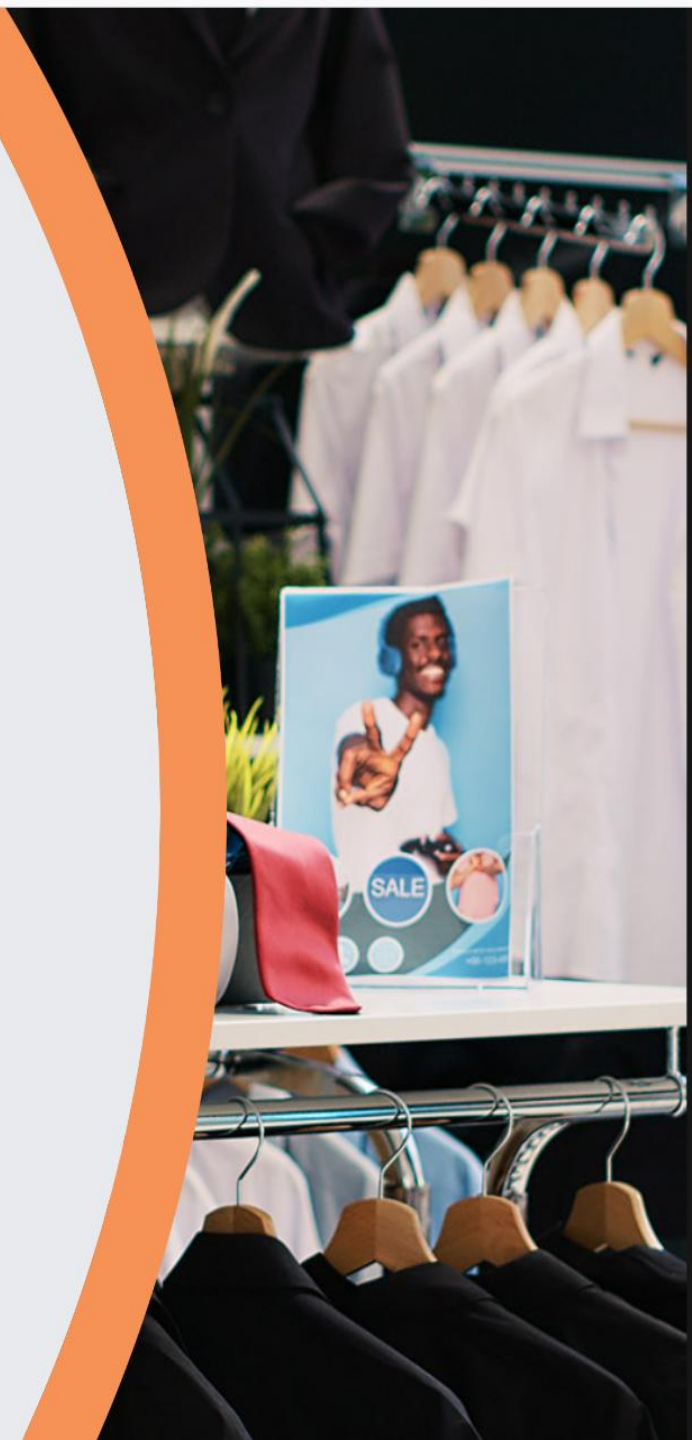
1

Provide:



Printed business summary or QR code directory

2



Event Flow

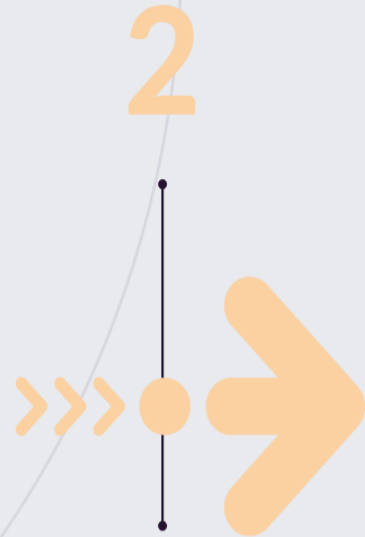
A structured sequence of activities for the PR Iftar evening

Welcome
Welcome and introductions
for the delegate and team

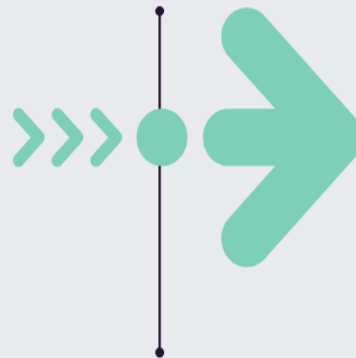


1

Presentation
Short business presentation
10 minutes highlighting key
data

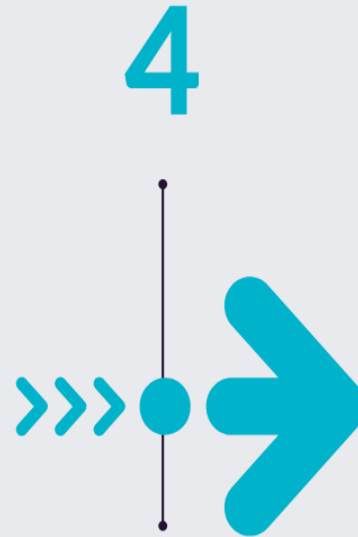


Interaction
Iftar with informal
interaction between
participants

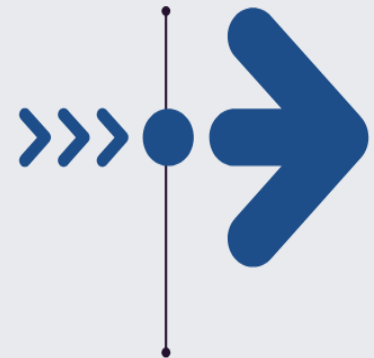


3

Address
Formal delegate address to
the gathered community



Closing
Memento presentation and
group photo to conclude



5



Ensuring Excellence

Following these guidelines to deliver a professional and impactful PR Iftar for all delegates

Together we can showcase community unity and build strong, positive relationships.