



PROTOCOL PROCEDURES MANUAL

City of Doral
Public Affairs Department

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City of Doral
Elected Officials



Christi Fraga
Mayor

Oscar Puig-Corve
Vice Mayor

Councilmember
Rafael Pineyro

Councilmember
Maureen Porras

Councilmember
Digna Cabral

Background

This manual is intended to outline protocol procedures as it pertains to correct precedence, courtesy, and etiquette in matters of diplomatic, or official and celebratory ceremonies and events. This manual will set the conventions governing the treatment of specific people or established government hierarchy by listing the order of seniority of City Officials and how they should be greeted, presented, etc.

The rules and process of official/diplomatic protocol are based in pragmatic thinking, common sense, and good manners.

Protocol sets the standard of branding for the City making the job of representing Doral easier by facilitating our work as a team, making our relationships and interactions with others more predictable, and by providing a basic social framework and hierarchy to follow.

This manual is designed to guide City Officials and staff, and to help them master the basics of official/diplomatic protocol.

Definitions

City: The City of Doral, Florida

Charter Official: Individuals who hold positions or roles specified in a charter, which is a formal document outlining rights, powers, and privileges. These officials are responsible for implementing and overseeing the provisions detailed in the charter. As used herein, Charter Officials include the City Manager, City Attorney, and City Clerk.

Council: The City Mayor and Council for the City of Doral

Decorum: Property of manner or conduct; grace arising from suitableness of speech and behavior to one's own character, or to the place and occasion; decency of conduct; seemliness; that which is seemly or suitable.

Dignitary: Any elected or appointed official. For example, head of state, ministers, heads of local and municipal governments, cabinet members, diplomats.

Etiquette: The customary code of polite behavior in society or among members of a particular profession or group; observance of the properties of rank and occasion; conventional decorum; ceremonial code of polite society.

Honorific: A title of form or respect. Example: "The Honorable" is an honorific or courtesy title used to indicate respect for the stature of elected officials.

Precedence: The right to proceed in order, rank or importance, including the right to proceed others in ceremonies or social formalities; the order to be observed in ceremonies by persons of difference ranks, as in international diplomatic precedence.

Protocol Order of Precedence: An adopted order of precedence that applies to persons who are listed for the purposes and at the levels identified.

Rank: An official social or political position or standing.

Seniority: Priority, precedence or status obtained as the result of a person's length of service. Example: Council members may be ranked in order of seniority for introductions and for privileges such as order of presentation or introduction; and presiding or spokesperson responsibilities in the absence of the Mayor or Pro Tempore.

Title: A descriptive or distinctive appellation typically designed by right of rank, office or attainment. Example: The Mayor of the City of Doral.

The City of Doral Protocol

Protocol procedures are housed under the Public Affairs Department (the "Public Affairs").

Public Affairs under the direction of the City Manager serves the City Council in preparing appropriate official instruments of tribute for formal events and presentations encompassing an assortment of functions of local, national, and international consequence.

Public Affairs works with the City Manager, Mayor, and Councilmembers to honor visiting dignitaries, as well as the extraordinary accomplishments, civic engagements, or other significant contributions of individuals or groups to the City of Doral.

The City has several types of awards and honors for formal presentations at its disposal. These documents are usually presented at City events, Council meetings and other functions hosted by City officials.

Public Affairs also oversees the Division of Economic Development, US Embassies, Consulate General Offices, and various organizations for the purpose of coordinating official events. Additional responsibilities of Public Affairs include

advising elected officials on all matters of protocol, and preparing instruments of tribute for formal presentations, including honoring the extraordinary accomplishments, civic engagements, or other significant contributions of individuals or groups to the City of Doral.

Type of Protocol Awards & Documents

Reference “Key to the City, Proclamation and Certificates Policy and Procedure”, approved by Mayor and Council.

City of Doral Officials Ranking

The City of Doral’s protocol order of precedence reflects the City’s general order of seniority and responsibility. Precedence is the foundation of protocol rules and is the common language of protocol.

It is a recognized system of international courtesy and is universally used regarding matters of official ranking. It provides a system of order to what otherwise would be disorganized. The practice of precedence provides simple answers to complex issuers of rank and formality. Precedence is the starting point for further decision making in relation to seating, speaking, gifting and various aspects of official events and ceremonies.

For purposes of ceremonial procedures, the highest-ranking member of the City is the Mayor. In the Mayor’s absence, the Vice Mayor of the City becomes the official host. In the absence of the Mayor and the Vice Mayor, the Mayor will designate a representative from the Council on a rotating basis.

In addition to the Mayor and Council, appointed Charter City Officials or departments with responsibilities related to the functions of the visiting dignitary/official and or events should be extended an invitation to attend.

Order of Precedence

City of Doral sponsors countless meetings, ceremonies, and activities throughout the year. Questions ranging from the order of introductions to the content of the program typically are raised and too often are answered with conflicting information. To enhance efficiency in planning and to promote decorum, the guidelines below define the order of precedence for typical programs at City-sponsored events; while the next section focuses on the program content, with a special sub-section for program participants, including the master of ceremonies. The narrative is presented is adaptable for the occasion, persons, and purposes at hand.

Order of Precedence

Mayor

Vice Mayor

Councilmember (seat order)

Councilmember (seat order)

Councilmember (seat order)

City Manager

(In the absence of the City Manager, the Deputy City Manager would proceed, followed by Assistant City Manager.)

City Clerk

City Attorney

Titles and Forms of Address for Officials

The proper use of honorifics such as “The Honorable” and of titles such as “Council Member,” facilitates observing the desired decorum in official life. What follows, then, is the City of Doral’s guidelines for honorifics and titles used for elected and appointed officials.

Use of “The Honorable” for Elected Officials

The City shall extend the courtesy title, “The Honorable,” to all elected officials before an elected official's name, not title. “The Honorable” may be used to address former elected officials, though without their former titles. “The Honorable” will be used in addressing, orally and in writing, elected officials at the federal, state, county and city levels. In extending the honorific to elected officials, the City includes those from other countries who are not addressed otherwise. “The Honorable” is preferred throughout the United States, in stark contrast to honorifics such as “The Right Honorable” in the British Commonwealth and “Excellency” used in other countries. This honorific may be used to address any ranking foreign officials who are not entitled to be addressed as “Excellency” in their respective countries.

When high-ranking officials are expected, the City’s designated representative shall study the country’s protocol and secure information developed by the U.S. Department of State to determine whether they should be addressed as “His Excellency,” “Her Excellency” or, simply, “Excellency.” High-ranking presidential appointees in office or retired, such as Members of the U.S. Cabinet, also are addressed as “The Honorable”.

“**The Honorable**” may be used to address the Florida Secretary of State, but not other appointed officials at the state, county, or city levels. Staff members should not be addressed as “The Honorable,” unless they also hold elected offices. Members of County/City Boards should not be addressed as “The Honorable,” unless they also hold elected offices. An elected official should never use “The Honorable” to refer to himself or herself, orally, in writing or on letterhead.

Honorifics and Titles for the Mayor of Doral

The Mayor of Doral may be addressed as follows:

In Introductions:

The Honorable (FULL NAME), Mayor of Doral
Mayor (FULL NAME) of Doral

At Meetings, Forums and Hearings:

Mr. Mayor, or Madam Mayor (FORMAL USAGE)

Mayor (SURNAME), (INFORMAL USAGE)

Mayor (INFORMAL USAGE) When addressing the Mayor in public, even friends who are on a first-name basis should use the appropriate title to demonstrate respect for the office and should use “Mayor” rather than gender-specific titles such as Mr., Mrs., Miss, or Ms.

In self-introductions the Mayor should state simply, “I’m (FULL NAME), Mayor of Doral,” rather than using language such as, “I’m Mayor (FULL NAME).”

Use of Honorifics and Titles in Public:

When addressing each other and participants at public functions, elected officials should reflect the same level of formality and respect that they expect directed to them. By using titles and surnames to refer to each other and to participants, they set the tone and level of formality not only for participants, but also for observers. They should not refer to each other by first names or by surnames preceded by “Mr.,” “Mrs.,” “Miss” or Ms.” instead of by their titles.

Example of proper usage:

Council member (SURNAME)

Example of improper usage:

Mr. (SURNAME)

When addressing elected officials orally at meetings, hearings, forums or similar activities, participants should use their titles and names, but not “The Honorable.”

Examples of correct usage:

“Good afternoon, Mr.\ Madam Mayor and Councilman/Councilwoman”

“Good morning, Mayor (SURNAME) and Councilman/Councilwoman” “Yes, Sir.”
or “Yes, Ma’am.”

Examples of incorrect usage:

“Good afternoon, Honorable Mayor and Councilman/Councilwoman ...”
“Good morning, Honorable Mayor (SURNAME) and Councilman/Councilwoman”
“Good evening, Mrs. (SURNAME), Mr. (SURNAME),
Miss (SURNAME) and Ms. (SURNAME). “Yes, Madam.” or “No, Mister.”

Honorifics and Titles for Religious Leaders

Religious leaders do not use “The Honorable” with their names and titles. Preferred honorifics for numerous religions are listed in many protocol, etiquette, and business communication books, as well as in books about the rich variety of organized religions. Some Roman Catholic officials use “His Excellency.” The City’s designated representative should ensure correct usage of titles such as “Brother,” “Father,” “Monsignor,” “Pastor,” “Rabbi,” “Reverend,” “Sister,” etc.

Responsibilities of Event Coordinator

The following are the responsibilities of the person in charge of the event. There must be one lead person in charge of the specific event. Typically, this person is a senior staff member with a vested, responsible interest. **For definition purposes, the term “dignitaries” refers to both elected, non-elected and formerly elected.** Confirm the attendance of program participants and dignitaries.

Make sure you have a list of all elected officials and/or dignitaries who will attend the event, even if they are not part of the program. Elected officials and/or dignitaries who attend briefly still need to be recognized by the Master of Ceremonies. **Dignitaries include former elected officials in attendance.** Make sure to ascertain the approximate time of arrival, if the participant will need to leave early, and any special needs he/she might have. The master of ceremonies must be briefed by staff before an event begins to review dignitary names and who they are, providing Exhibit B.

Event Briefing and Logistics

- Provide confirmation of attendance.
- Provide parking information, including parking permits, decals, or special instructions.

Audience Seating

- Always reserve seating for Mayor, Councilmembers, participants that are part of the Program, and confirmed dignitaries
- These seats should provide easy access to the stage, especially if there is no stage seating.
- Mark the seats with “reserved” signs with the elected official’s name to ensure that they are kept available.
- If needed, seat people needing to leave the event early close to the aisle and/or close to an exit.

Invitations

The Mayor and Councilmembers are to be invited to all approved City events. It is the responsibility of each respective department head to provide information with sufficient notice to the City Clerk and Communications/Public Affairs Director. The City Clerk will then place the event on Mayor and Councilmember Outlook calendars and Communications/Public Affairs Director will place it on the City website. City departments will be trained on the type of information that is required as identified in Exhibit A. In the event the Mayor or Councilmember has a scheduling conflict, the Mayor or Councilmember may need to send a designee or his/her regrets.

Programs and Events

This section offers an overview of typical program content and participants. Please feel free to adapt the following to your specific event. Organizers and planners who adapt this format should consider variables such as the weather and seating arrangements in determining the ideal program length and time limits for speakers and presenters. If the audience is standing outdoors in inclement weather, the program should be brief and time limits implemented.

The traditional protocol order of precedence will be observed when visiting dignitaries are speaking at a City event. Beginning with the City of Doral Mayor, as representative of the host City, continuing with pertinent City Councilmember(s) (when applicable), **followed by highest-ranking visiting elected**

officials that are part of the approved event program as part of official collaboration.

To ensure clear representation and messaging at City events and in official City photography, City Council members are the primary representatives of the City of Doral at official City events on stage, and in official City photographs appearing on City platforms.

Exceptions:

Collaborative Events: When an event is co-hosted by the City and another agency (e.g., Miami-Dade County), and the event theme pertains to both entities, elected officials from the collaborating agency may be invited to participate on stage or be included in official photographs.

Official City Business: If an event or photo opportunity directly relates to the official duties of a specific City employee (e.g., a ribbon-cutting ceremony for a new public works project), the appropriate City staff member may be included on stage or in the photograph alongside Council members.

Formal Program Format Example

Call to Order and Introduction of City of Doral and other Elected Officials (By the Master of Ceremonies)
Presentation of Colors Honor Guard
Pledge of Allegiance and/or National Anthem
Retire Colors -Honor Guard
Welcome and Opening Remarks Mayor
Remarks by Councilmembers (should they confirm they want to speak)
Special Remarks - Honored Guests and/or Visiting Elected Officials (when applicable)
Speeches and Presentations, Others
Special Activities
(Ribbon-Cutting, Groundbreaking, Unveiling)
Concluding Remarks Master of Ceremonies

Program Participants

Master of Ceremonies

Elected officials in the designated order:

1. Doral Mayor/Designee (for internal staff events the City Manager speaks first)
2. Remarks by Councilmembers (should they confirm they want to speak)
3. City Manager or Designee (when applicable)
4. Visiting Elected Official (when applicable)

Duties of a Master of Ceremonies (Master of Ceremonies varies by program/event)

- Begin and end the program in a timely manner.
- Manage transitions between speeches and activities.
- Direct the audience as appropriate (e.g., different location for meals and ribbon-cutting).
- Assist program participants in understanding their role, purpose, and time limits.

Precautions

Always have “Plan B” ready in case participants are late or unable to attend. Guests designated to perform special activities, such as cutting ribbons or breaking ground, must be informed in advance of their duties as this helps to ensure their presence and preparedness. Pursuant to Section 2.02 of the Charter, the Mayor is recognized as the head of the City government for all ceremonial purposes, and therefore the designated representative of the City during events and ceremonial activities. In the Mayor’s absence, the Vice Mayor shall assume said responsibilities. If the Vice Mayor is also unavailable, a Councilmember will represent the City in any ceremonial activities, on rotation based on seat number (Order of Precedence).

Events

The duties of elected officials at City of Doral events can vary depending on the nature and purpose of the event. However, in a general sense, elected officials have several core responsibilities when participating in city events:

- Representation: Elected officials represent the city and its residents at public events.

- Engagement with Constituents: Elected officials engage with constituents and residents, listening to their concerns, answering questions, and being accessible to the public, fostering a sense of community and allows constituents to voice their opinions and needs.
- Ceremonial Duties: Elected officials participate in ceremonial roles, such as ribbon-cutting ceremonies, award presentations, or proclamations, contributing to the city's image and helping celebrate special occasions.
- Networking: Elected officials may use city events as opportunities to network with other local, regional, and national leaders, as well as with business and community stakeholders, garnering support for the city's initiatives.

The City of Doral regularly hosts a wide array of events and activities. The following events are examples of events that could include speaking opportunities. These events may change as some may be added and some removed based on varying circumstances. Appropriate protocol for such events considers both the formalities and the nature of the event.

Event Classification

Ceremonial Events – Ceremonial events are marked by a formal and structured program that may include speeches, proclamations, and other official declarations. They are characterized by a sense of decorum and protocol. They possess a ceremonial component with action that is performed by the City's Mayor and City Council, and/or official program with multiple speakers. They often have the involvement and presence of outside dignitaries and representatives from other departments and/or agencies.

- City's Anniversary Reception
- Citizen's Academy Graduation
- Consular Reception
- Groundbreaking Ceremony
- Prayer Day Ceremony
- Promotional Ceremony

- Ribbon Cuttings
- Topping Off Ceremony
- Tree Lighting Ceremony
- Sister Cities Reception
- State of the City Address
- Swearing-in – Ceremony
- Veterans Day Ceremony

Community Events – These events often draw a substantial number of attendees, ranging from several hundred to thousands or more. They are often high-profile and widely recognized within the city, region, or even at a national or international level. They may be considered iconic or signature events for the city. They offer a diverse range of activities and attractions, including entertainment, cultural performances, sports competitions, exhibitions, parades, and more. These events aim to cater to a broad audience. Some may have deep historical or cultural roots and may be celebrated annually as a tradition, contributing to the city's heritage.

- Art Walk
- Back to School/National Night Out
- Camping Under the Stars
- City Anniversary Park Event
- City Advisory Board Events
- Doral 5K
- Holiday Bazaar
- Holiday Park Celebration
- Howl-O-Scream
- Hurricane Safety Fair
- Independence Day Celebration
- Mother's Day Concert

Specialized Programs – A city program refers to an organized initiative or set of activities designed and implemented by a municipal government to address specific community needs, provide services, or achieve defined objectives. These programs can encompass a wide range of services.

- Silver Club Grandparents Day
- Silver Club Turkey Dinner
- Silver Club Hispanic Heritage
- Silver Club Valentines Day
- Silver Club Appreciation Brunch
- Special Needs Annual Event

Sporting Events— A sports and tournament city event is a competitive sporting competition or tournament, involving multiple teams, athletes, or participants. These events typically showcase various sports and games, attracting both local and visiting participants and spectators.

- Pickleween Tournament
- Youth Sports End of Season Award Ceremony

Cultural Events— A cultural event is a planned gathering or activity that celebrates, showcases, or promotes aspects of a particular culture, heritage, or artistic expression. These events are often organized to foster an appreciation of cultural diversity, preserve traditions, and engage communities in the arts and cultural activities.

- Miami Symphony Orchestra (MISO)
- Operas
- Art Exhibit Openings

Internal City Staff Events— A gathering, or activity organized specifically for individuals working within the city's municipal government. Their goal is to create a well-organized and inclusive event that fosters team building, communication, or other objectives relevant to the city workforce.

- Doral Police Department/City Hall Softball Game
- Employee Holiday Event

Speaking Opportunities at City Events

Pursuant to Section 2.02(a) of the Charter, the Mayor is recognized as the head of the City government for all ceremonial purposes, and therefore the designated representative of the City during events and ceremonial activities. Pursuant to Section 2.02(b) of the Charter, in the Mayor's absence, the Vice Mayor shall assume said responsibilities. **If the Vice Mayor is also unavailable, a Councilmember will represent the City in any ceremonial activities, on rotation based on seat number (Order of Precedence).**

Moreover, all Councilmembers will be provided an opportunity to speak at City events that include remarks. The Event Coordinator overseeing the event will reach out to each Councilmember with the opportunity, the Councilmember must confirm their interest in speaking a minimum of (2) business days before the scheduled City event to allow for incorporation into the program.

SPECIAL ARRANGEMENTS

Receiving Lines

Receiving lines are generally reserved for formal events and their purpose is to afford each guest the opportunity to greet the host, hostess, and honored guests. The receiving line should be kept as small as possible. A designated staff member may introduce each guest or guests may introduce themselves. The receiving line should be located in an area that allows guests to pass through it smoothly and proceed directly to the event. Designated staff members should help the host attend to the guests by greeting them as they finish the receiving line, accompanying them to the refreshments (if any), and involving them in conversations. At the end of the event, the host should be available near the exit to say "good-bye" to guests.

Stage/Dais Seating

Seat guests according to the order of precedence and other considerations. Ensure that guests sit in their proper seats.

For seating arrangements, you should note the following:

- Mayor and Councilmembers should be seated in the front row.
- To avoid any confusion, seats can be pre-assigned, with name cards placed on each seat or on the back of the seat.

The guest of honor normally is seated to the right of the host. Other guests should then be seated according to the Order of Precedence.

Table Seating

Table seating is a necessary procedure for formal breakfasts, luncheons, and dinners.

- The Order of Precedence determines the seating arrangement for all official events.
- The head table is usually reserved for Mayor and Councilmembers, as well as people who will speak, and/or a keynote speaker/guest of honor.
- Guests of honor sit to the right of the host.
- At official dinners, the host and his/her spouse may sit opposite each other.
- At formal events, alternate seating of women and men.
- Reserve additional tables for other elected officials and, if appropriate, their spouses, Chiefs of Staff, Senior Staff, and external dignitaries. Unless it is a formal event, seating does not have to be assigned.
- At events that involve foreign dignitaries, please consult with the United States Department of State or Embassy to ensure proper diplomatic sensitivity.

Gifts

The Public Affairs Department will determine the appropriate gift to be presented depending on the visitor, ceremony and or event.

Flags

The below standards formalize and unify the traditional ways in which we give respect to the flag, and also specifies how the flag is not to be used. They are:

- When displaying the U.S. flag with other flags on side-to-side poles they are to be displayed by order of precedence per the U.S. Flag Code. Display should be as follows: Facing the display, from left to right: US flag, state flag, city flag.
- When displaying U.S. flag with other national flags, they must always be on separate poles and at the same height.
- The flag should never be dipped to any person or thing. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property The flag should not be used as a drapery, or for covering a speaker's desk, draping a platform, or for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed, or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard.
- The flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.
- The flag should never have placed on it, or attached to it, any mark, insignia, letter, word, number, figure, or drawing of any kind.
- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag, it should be folded neatly and ceremoniously.

Half-Staff the Flag on these Days:

The Florida Governor orders flags lowered to half-staff to commemorate the passing of notable individuals, as well as the following events:

- **May 15** — Peace Officers Memorial Day: half-staff from sunrise to sunset
- **Last Monday in May** — Memorial Day: the flag should be displayed at half-staff until noon.
- **September 11** — Patriot Day: half-staff from sunrise to sunset
- **December 7** — National Pearl Harbor Remembrance Day: half-staff from sunrise to sunset

City Seal

The specific authorized uses of City Seal are delineated in Sec.2-1.1 of the City's Code of Ordinances. Permitted uses of the City Seal include but are not limited to:

- Responsibilities delineated in [section 2.02](#) of the City Charter;
- Actions taken by the city council during City Council meetings, workshops and sanctioned activities;
- Official actions taken by the Mayor and Council:
- Actions by individual council members in furtherance of City business or where permission has been granted by the City Council;
- Acts taken by council member(s) who have been appointed to serve as the official representative(s) of the City;
- Events specifically authorized by the City Council; and

Prohibitions include but are not limited to:

- Political or campaign purposes;
- Stationery other than official government stationery;

- Any social media platform even if it facilitates the sharing of information, interactivity, and communication amongst individuals, groups, organizations, and the government;
- Business cards other than official government business cards;
- T-shirts, jackets, or other clothing which might lead the public to believe that the person wearing such apparel is an official of the City;
- Publications other than official government publications or publications serving a governmental purpose;
- Commercial advertising; and
- Promotions not sponsored by the City.

City Logo

The specific authorized uses of the City logo are delineated in Sec.2-1.2 of the City's Code of Ordinances. The City logo is a graphic symbol adopted by the City to identify itself and City programs, initiatives, partnerships, and sponsorships. Permitted uses of the City Logo by the City's elected officials and City employees without Council approval include but are not limited to:

- Official City events or programs that have been budgeted and/or are organized by City administration.
- Regular business activities, including but not limited to executing and acknowledging written instruments such as contracts, deeds, or other documents on behalf of the City.

- Official letterhead, stationary, mailings, emails, brochures, posters, notices, communiques, and publications for use during or in connection with the City's regular business, City events, or city sponsored events, or councilmember communications.
- Promotional items, including but not limited to, banners, cups, shirts, calendars, pens, key chains, bags, and similar products.

The following general restrictions and standards shall apply to the use of the City logo, including use of the city logo for events or programs by an applicant that are approved by the city council:

- The logo cannot be redesigned, altered, modified, distorted, animated, redrawn, or re-proportioned for any purpose, or in any manner.
- The approved use of the City logo is not intended to and does not create a partnership or agency agreement.
- The approved applicant shall take all reasonable and necessary steps requested by the City to prevent or avoid any misuse of the logo.
- The approved applicant shall avoid using the logo in any way or for any purpose, which the City, in its sole discretion, determines, has, or could have an adverse impact of the city's reputation or interests.
- Approval may be revoked at any time if the City Council determines that an approved application has violated the guidelines or policies.

The size of any reproduction of the logo shall not be less than two inches in diameter.

EXHIBIT A

WHO TO KNOW



Mayor Christi Fraga ([bio](#))



Vice Mayor Oscar Puig-Corve ([bio](#))



Councilman Rafael Pineyro ([bio](#))



Councilwoman Maureen Porrás ([bio](#))



Councilwoman Digna Cabral ([bio](#))



City Manager, Rey Valdes



Deputy City Manager, Francisco Rios



Chief Financial Officer/Assistant City Manager, Fernando Casamayor

EXHIBIT B

Event Itinerary Email

The event coordinator responsible for the event will provide via email an Event Itinerary to Mayor and Council, and any other dignitaries or special guests on the program. This Email Itinerary will be sent (1) week ahead of the event to provide sufficient time for RSVPs and to meet should anyone require additional clarification. Details will include the following when pertinent: seating, parking, run-of-show, site map. Staff responsible for coordinating events will be trained in how to consistently provide this information. The Public Affairs is available to assist with any and all aspects of event planning.

Sample:

Subject: EVENT DETAILS: State of the City, October 25, 2023

Dear Honorable Mayor and Councilmembers,

On behalf of the City Manager's Office and Public Affairs Department, we would like to kindly inform you about the details for the **2023 State of the City Address**, which will take place on **Wednesday, October 25, 2023**. Event will take place at **Trump National Doral (Ivanka Trump Ballroom)**, with a reception to follow onsite, sponsored by Terra Group. You will have a parking spot in valet at the venue with a ticket we will be providing.

We invite Mayor and Council to arrive at Trump National Doral at **6:00pm for a Protocol Briefing** prior to the event to review the below and attached details.

Timeline:

- **6:00pm** – Onsite Protocol Briefing for Mayor and Council
- **6:30pm** – Event attendees begin arriving.

- **7:00pm** – Program Begins
 - Opening by Master of Ceremony (MC) – Roxana Garcia, Univison 23 TV & Radio Presenter
 - **MC will recognize each Doral Councilmember – please stand and wave when name is called.**
 - Presentation of Colors – Doral Police Department Honor Guard
 - Pledge of Allegiance – Gabriel Alexander Fraga, Downtown Doral Charter Elementary School
 - National Anthem – Mariana Rivas, Doral Academy Preparatory School
 - Invocation – Pastor Frank Lopez, Jesus Worship Center
 - Address – Honorable Mayor Christi Fraga (Following speech, Mayor will return to her seat)
 - Closing by Master of Ceremony (MC) – Univison 23 TV & Radio Presenter

- **Photos – Immediately following Closing Remarks, Mayor and Council will go on stage for the following photos in front of the flags:**
 1. Mayor and Council
 2. Mayor, Council and Charter Officials
 3. Mayor, Council and Dignitaries

- **8:00pm - 9:00pm** – Reception Immediately following address across the hall from Ivanka Ballroom

Please feel free to contact me if you have any further questions. Looking forward to a great event!

*Attachments to include (if applicable)

- ✓ Seating Chart
- ✓ Site Map
- ✓ Parking
- ✓ Event Flyer