

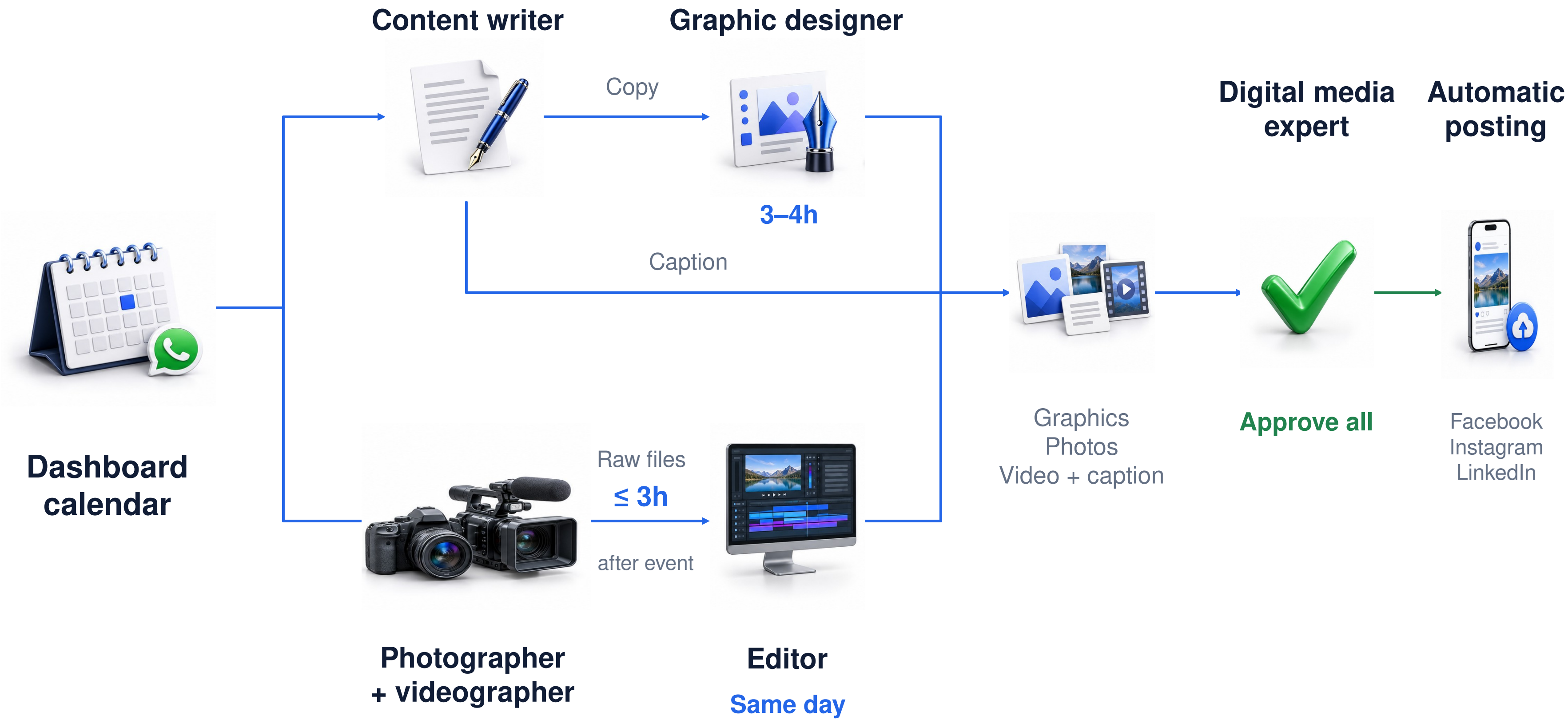
Ministry Communication

An automated system for daily coverage

Proposal for a dedicated communication team



Communication workflow



The meeting content package

01



Visual post

Image + heading

White House photography references

02



Photo album

High-resolution selection

03



Department recap

60 seconds

Visual ministry posts



Ministry of IT & Telecom



Ministry update

POTUS photography reference

01

Image

02

Heading

03

Description

Paid creative variants

A 60-second department recap

60
seconds

Relevant department
on camera

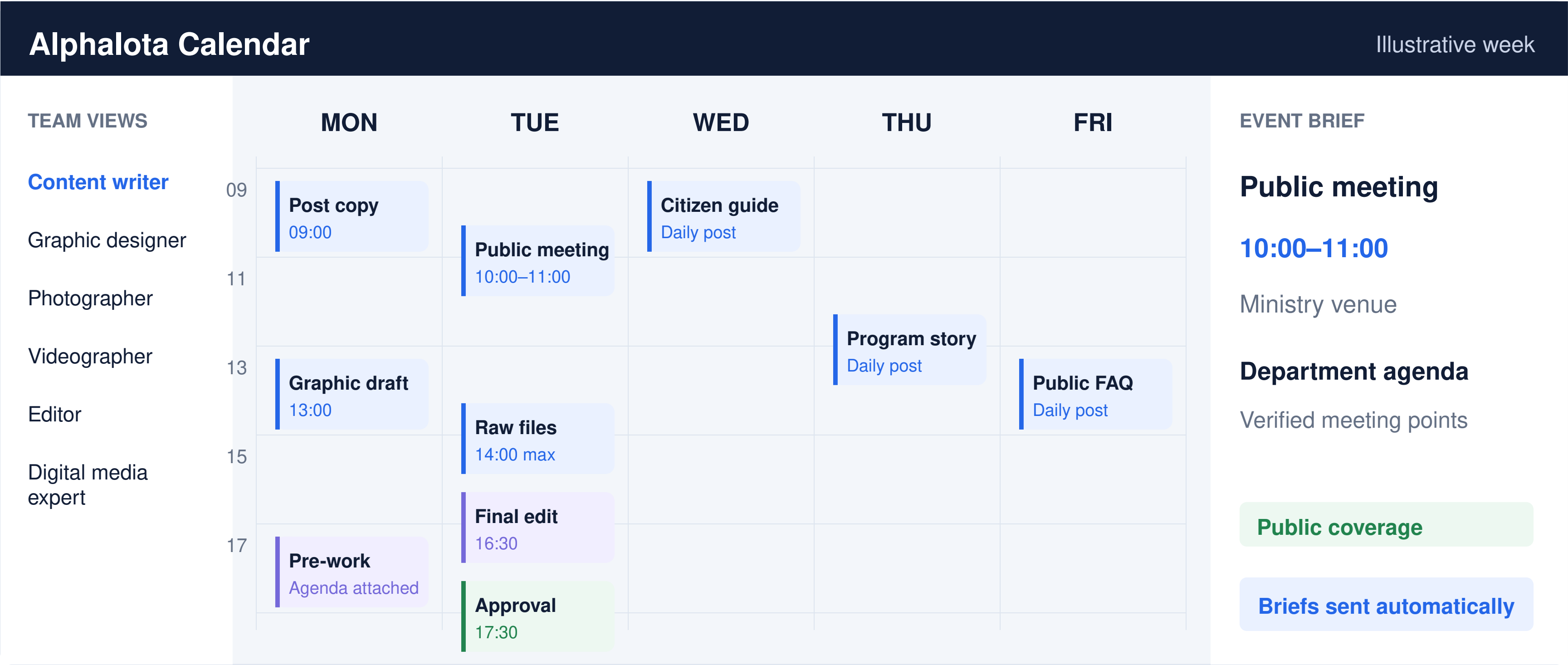
00–08	08–45	45–60
Context	Key points	Outcome

White House framing reference



The dashboard calendar

Proposed dashboard



WhatsApp briefs for the team

Photographer + videographer

Editor

Digital media expert

WhatsApp

Alphalota Calendar

PUBLIC MEETING

10:00–11:00

Ministry venue

Arrival 09:30

Raw deadline 14:00

WhatsApp

Alphalota Calendar

PRE-WORK READY

Agenda and assets attached

Raw files due 14:00

Final edit 16:30

Submit to event folder

WhatsApp

Alphalota Calendar

READY FOR REVIEW

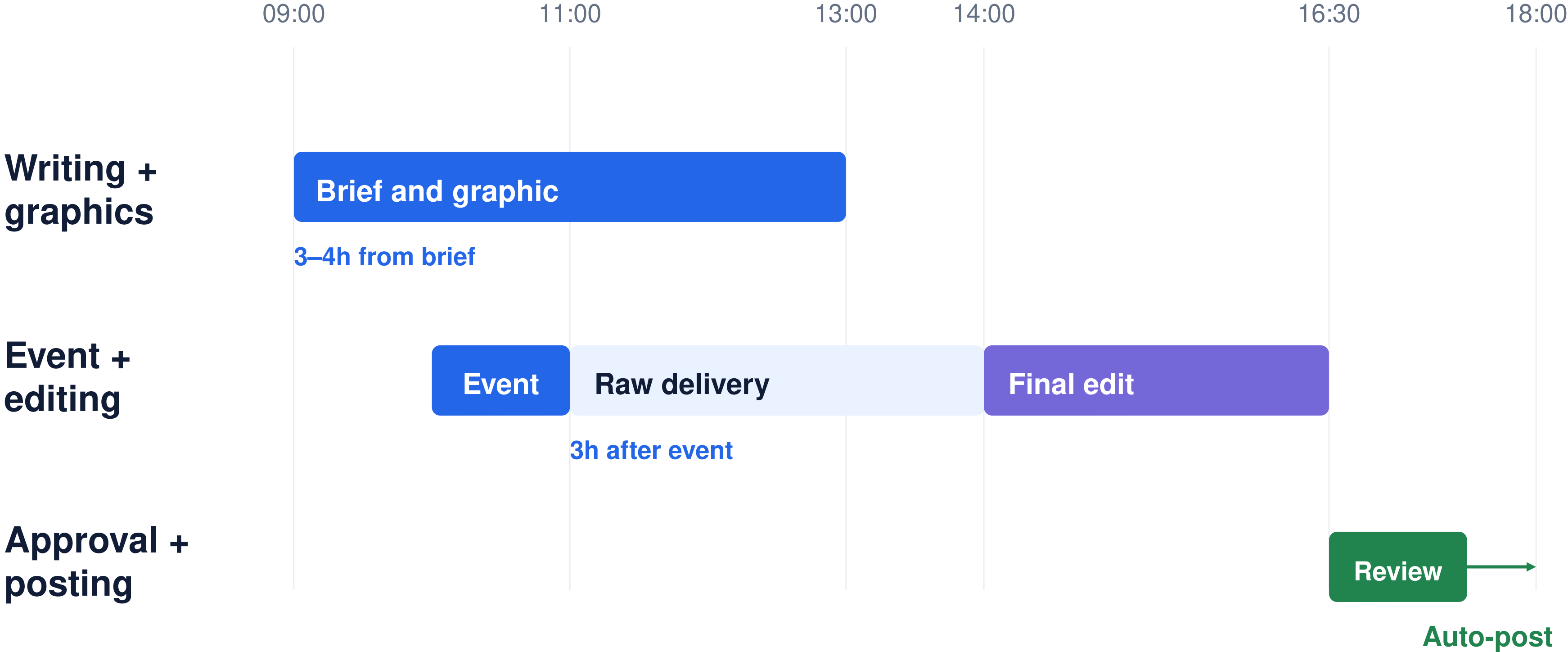
Graphics and photos

Video and caption

Review 17:30

Scheduled 18:00

Same-day delivery



Illustrative schedule for a meeting ending at 11:00



Capture quality

4K

Video capture

High-resolution photographs

Clear audio

English subtitles

One final approval

Proposed workspace with White House references

Public meeting package

Digital media expert

Graphic



Review

17:30

Photos



Publication

18:00

Video



Channels

Facebook
Instagram LinkedIn

Caption

Final English description from the content writer.

English

Approve & schedule

Pakistan’s annual content calendar

Islamic occasions

Ramadan

Eid-ul-Fitr

Hajj

Eid-ul-Adha

Ashura

Eid Milad-un-Nabi

Shab-e-Barat

Shab-e-Miraj

Islamic dates follow annual announcements. Content is prepared in advance.

Family & community

Women’s Day

8 March

Mother’s Day

Second Sunday in May

Father’s Day

Third Sunday in June

Youth Day

12 August

Teachers’ Day

5 October

Mental Health Day

10 October

Children’s Day

20 November

Disability inclusion

3 December

National days & public awareness

Pakistan's national days

Kashmir Solidarity Day

5 February

Pakistan Day

23 March

Labour Day

1 May

Youm-e-Takbeer

28 May

Independence Day

14 August

Defence Day

6 September

Iqbal Day

9 November

Quaid-e-Azam Day

25 December

Culture & digital awareness

New Year

1 January

Safer Internet Day

February, date confirmed annually

Holi

Date updated annually

Easter

Date updated annually

World Telecom Day

17 May

World Environment Day

5 June

Literacy Day

8 September

Diwali

Date updated annually

Christmas

25 December

Daily program stories, citizen guides and FAQs continue between occasions.

Automatic publishing across channels

Channel formats using White House references

Ministry of IT & Telecom



Meeting coverage

Clear context and
a short English caption.

Facebook

Ministry of IT & Telecom



Official engagement

Short English caption

Instagram

Ministry of IT & Telecom



Official engagement

Context and public outcomes

LinkedIn

The Alphalota communication team



Content writer

Copy and captions



Graphic designer

Visual posts



Videographer

4K event capture



Editor

Same day delivery



Photographer

Event photographs



Digital media expert

Approval and schedule

REQUESTED DECISION

Alphaiota's communication team

Team appointment

Calendar and account access

Department focal points

Launch after access and publishing checks

