



Gift Ceremony

Traditionally, the exchange of gifts takes place at the end of official visits. To give gifts, there are general rules that must be observed, including:

- Diplomatic custom has established the acceptance of symbolic gifts, while precious gifts are frowned upon and returned to the state treasury.
- The gift should represent the national identity and highlight the richness of Saudi culture.
- Put it in an elegant envelope, the presentation is equal to the value of the gift itself, and attach a card showing what the gift is with a greeting with best wishes.
- When the gift is for a guest who is not in his country, it must be easy to transport in terms of size, and in terms of its compliance with air transport laws.
- Before serving, avoid placing them in an inappropriate place, but should be placed in a place that suggests appreciation to the guest.
- The phrase engraved on the gift must be accurate and error-free.
- Avoid gifts that carry an ideological dimension either in their phrase or symbolism.
- Upon receiving a gift from the guest, the recipient will be expected to express their appreciation and gratitude for what has been given to them.

When the entity presents gifts to its partners or guests, it must create a database of official gifts presented in order to archive and inventory them, ensure that they are not repeated, in addition to clarifying their details for annual review.

The following model is proposed :

Data	Procedure
Date & Place	Documenting the date of the gift and the place of its presentation
Gift Provider Details	Documenting the name of the gift provider, his job title, and documenting the phrase written on the gift, if any, whether in writing or photocopying.
Name of entity or country	Documenting the name of the person, entity, and country to which the recipient of the gift belongs.
Gift photo	Documenting a photo of the gift from several angles, and determining its size measurements.
Gift Value	Statement of the value of the gift in Saudi Riyals
Gift Giving Occasion	Documenting the occasion: meeting, visit, sponsorship... etc