

A GUIDE ON: HOW TO CONDUCT A TABLIGH FORUM

WHAT IS A TABLIGH FORUM?

A seminar which discusses topical issues related to Islam. It can be structured as a training forum for Lajna only, or you may wish to invite guests along to listen and share their views.

PLANNING YOUR EVENT – ORGANISER’S CHECKLIST

It is advised that you start planning your Tabligh Forum at least 6 - 8 weeks prior to the date of the event.

 10 STEPS TO SUCCESS CHECKLIST 	
DONE	NOTES
	1. First and Foremost: DUA & Letter to Huzoor-e-Aqdas (aba)
	2. Identify the need and nature of the event
	3. Identify Goal / Mission
	4. Get Approval
DONE	NOTES
	5. Make a Team
	6. Prepare a Budget
	7. Plan
	8. Execute
DONE	NOTES
	9. Red Book Meeting
	10. Follow up

NEED AND NATURE OF EVENT: WHAT IS THE AIM OF YOUR FORUM

Is your Tabligh Forum a refresher for key Tabligh topics for your Lajna or would you like to make this an external event and invite guests?

INTERNAL EVENT
Plan event according to checklist provided and include topics relevant to training of Dai'ilAllah.

EXTERNAL EVENT
Plan the event using the Checklist provided keeping in mind content and arrangements should be

TABLIGH FORUM TIPS

- Engage your audience to the maximum to ensure they are understanding the topics discussed
- If the Forum is internal, include a mixture of presentations and workshops
- You may wish to set a theme for your Forum, such as 'Existence of God'.
- If the Forum is external, include an exhibition at the venue for guests to observe
- Hold a Question and Answer session at the end of the Forum with the option to discuss topics in a 1:1 session as some guests/lajna may be shy.
- Try to include a keynote speaker to maximize attendance.

SUGGESTED TOPICS:

Below is a non-exhaustive list of topics that you could cover in your Tabligh forums.

- The true Jihad
- Women's rights in Islam
- Women and the Veil
- Social Media
- Extremism and Terrorism
- FGM (Female Genital Mutilation)
- Islam and The Promised Messiah (peace be on him)
- Jesus (as) in Islam
- Science vs. Religion
- The Existence of God – Preaching to Atheists
- Prophet Muhammad
(peace and blessings of Allah be upon him)
- The true Caliphate
- Freedom of Speech



Remember, long speeches lose their essence and aim and we would therefore recommend that all speeches are kept between 5-15 minutes depending on your topics. Keep the speeches as interactive as possible and try to engage the audience. Guest speakers should be given an outline of the topic on which they are expected to speak and you should, ideally, ask to see their speech/presentation beforehand.

Workshops are a good idea, for both internal and external Tabligh Forums – they are interactive and allow the audience to share their thoughts on the topics.

A Q&A to conclude your Forum is essential – this gives attendees an opportunity to ask any questions they had on any of the presentations they heard during the event. It also allows them to raise any general questions they have about Islam.

EXTERNAL TABLIGH FORUM:

How to publicise your event:

- Create invitation cards and send to guests in good time
- Send a flyer about the event to all Lajna
- Take pictures of the set-up and guests and send to your local paper
- Post the event on your Regional twitter account or on the Lajna Imaillah twitter account, tagging the guests into the tweet so that they can re-tweet the event on their page
- Send pictures to the National Lajna Social Media Team to post on our Jama'at central Facebook page

- Send a press release of the event to your local, regional and national newspaper for coverage
- Try to get radio coverage of the event summarising the key speeches, the message of peace in Islam and the topics discussed along with a mention of the key guests. It is advised that you contact radio and newspapers a couple of weeks before the event and tell them you are keen to come into the studio and talk about the event.
- A small video clip can be sent to the National Lajna Social Media Team to post on our MTA YouTube account when guest speakers are invited to speak.

Inviting Guests:

Invitations should be sent to your guests 4-6 weeks prior to the scheduled event. Keep a database of confirmed guests so you know how many guests you are expecting and can make appropriate seating/catering arrangements.

Recommended guests to invite would be:



- ✓ **Local Councilors**
- ✓ **MPs**
- ✓ **Local Mayor**
- ✓ **Head teachers**
- ✓ **Doctors**
- ✓ **Dentists**
- ✓ **Local charities**
- ✓ **Local press**
- ✓ **Work colleagues**
- ✓ **Business contacts**
- ✓ **Company executives**
- ✓ **Women's charities**
- ✓ **Interfaith representatives**



Practical guidelines:

- Your conduct - Importance is stressed on being sociable and extremely hospitable. The way you should behave should reflect the beauty of our teachings and attract people towards you.
- Your Purdah - Lajna should be presentable, well-spoken and maintain their purdah to the highest standard.

- Guest Packs – It is a good idea to prepare simple guest packs for your invited guests as well as gifts for your guest speakers. General Guest packs can include leaflets, a contact card, a bookmark which you can design yourself, a Jama'at pen/keyring. Gifts for guests can include Jama'at Books or other items printed with the title of your event. Please give copies of the Holy Qur'an to those whom you are certain will treat it with the utmost respect.
- Exhibition/Display – You should include an exhibition or display at your Forum, especially if it is an external event.
- Tours - If the Tabligh Forum is being conducted in a mosque then an excellent opportunity for Tabligh would be to offer a guided tour where others can see how peaceful and serene our Mosques are.

Follow-Up:

- ✓ Keep a note of all guests that attended your Tabligh Forum and follow up with them on a regular basis
- ✓ Request feedback from all attendees and make a note of comments/suggestions made
- ✓ Send Thank You cards to guests who attended

Record Keeping:

Please note, it is important that you keep note of:

- ✓ Topics covered so different topics can be discussed in the next Forum
- ✓ Literature and handouts given out
- ✓ Finance and cost aspects of the Forum to see how arrangements will be managed in future
- ✓ Press release from all media

Insha'Allah with the above guidance and sincere prayers we anticipate great success will be achieved. The Lajna National Tabligh Department wish you all the best and are always here to assist you with materials and support for a successful Tabligh Forum. May Allah the Almighty reward your efforts abundantly. Ameen.