

Event Program Planner

**Event Title:** Annual Community Gala

**Date:** December 5, 2024 **Location:** Grandview Banquet Hall **Time:** 6:00 PM - 11:00 PM

**Welcome Message:**

* *6:00 PM - 6:30 PM*
* Welcome by the Host
* Overview of the Evening's Schedule

**Dinner Service:**

* *6:30 PM - 8:00 PM*
* First Course: Soup or Salad
* Main Course: Choice of Chicken, Fish, or Vegetarian Option
* Dessert: Cheesecake or Chocolate Mousse

**Keynote Address:**

* *8:00 PM - 8:30 PM*
* Speaker: Dr. Jane Smith, Local Historian

**Awards Ceremony:**

* *8:30 PM - 9:30 PM*
* Recognition of Volunteers
* Presentation of Community Service Awards

**Live Entertainment:**

* *9:30 PM - 10:30 PM*
* Performance by Local Jazz Band

**Closing Remarks and Acknowledgments:**

* *10:30 PM - 11:00 PM*
* Closing remarks by the Event Chair
* Acknowledgment of Sponsors and Major Donors

**Additional Information:**

* Dress Code: Semi-formal
* Parking Details: Complimentary Valet Parking Available
* Special Thanks to Our Sponsors: [List of sponsors]