
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

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- 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]