

Holiday Party Schedule

Dear Team,

We are excited to announce our upcoming holiday party! Please find the schedule below:

Event Details

- **Date:** December 15, 2023
- **Time:** 6:00 PM - 10:00 PM
- **Location:** Grand Ballroom, City Center

Schedule

- **6:00 PM:** Arrival and Welcome Drinks
- **7:00 PM:** Dinner is Served
- **8:00 PM:** Gift Exchange
- **9:00 PM:** Dancing and Entertainment
- **10:00 PM:** Farewell

Please RSVP by December 1, 2023.

We look forward to celebrating the holiday season together!

Best,

The Event Planning Committee