

# Annual Awards Gala Schedule

Dear [Recipient's Name],

We are excited to invite you to our Annual Awards Gala. Below is the schedule for the evening:

**Date: [Insert Date]**

**Location: [Insert Venue]**

## Schedule:

- **6:00 PM:** Cocktail Reception
- **7:00 PM:** Opening Remarks
- **7:30 PM:** Dinner Served
- **8:30 PM:** Awards Presentation
- **10:00 PM:** Closing Remarks
- **10:30 PM:** Networking & Dancing

We look forward to celebrating with you!

Best Regards,  
[Your Name]  
[Your Position]  
[Your Organization]