

# VIP Guest Reception Itinerary

Date: [Insert Date]

Location: [Insert Location]

## Welcome Reception

Time: 6:00 PM - 7:00 PM

Details: Guests will be welcomed with drinks and appetizers.

## Dinner Service

Time: 7:00 PM - 8:30 PM

Details: A seated dinner will be served featuring a selection of gourmet dishes.

## Networking Session

Time: 8:30 PM - 9:30 PM

Details: An opportunity for guests to mingle and network with each other.

## Closing Remarks

Time: 9:30 PM - 10:00 PM

Details: Summary of the evening and expression of gratitude to guests.

## Contact Information

If you have any questions, please contact [Insert Contact Name] at [Insert Contact Information].