

# Retirement Party Itinerary

Dear Organizers,

Please find below the itinerary for the retirement party of **[Retiree's Name]** scheduled for **[Date]** at **[Venue]**.

## Itinerary

- **3:00 PM - 4:00 PM:** Guest Arrival and Registration
- **4:00 PM - 4:15 PM:** Welcome Speech by [Organizer's Name]
- **4:15 PM - 4:45 PM:** Video Montage Presentation
- **4:45 PM - 5:00 PM:** Keynote Speech by [Guest Speaker]
- **5:00 PM - 6:00 PM:** Dinner and Socializing
- **6:00 PM - 6:30 PM:** Toast and Acknowledgements
- **6:30 PM - 7:00 PM:** Closing Remarks by [Retiree's Name]
- **7:00 PM:** Event Conclusion and Guest Departure

Thank you for your support in making this event memorable!

Best Regards,

[Your Name]

[Your Position]