

Event Program Outline

Private School Endowment Fundraising Gala

Date: [Insert Date]

Time: [Insert Start Time] - [Insert End Time]

Location: [Insert Venue Name]

Program Schedule

- **6:00 PM** - Guest Arrival & Registration
- **6:30 PM** - Welcome Reception & Cocktails
- **7:00 PM** - Dinner Service Begins
- **8:00 PM** - Opening Remarks
- **8:15 PM** - Keynote Speech
- **8:45 PM** - Live Auction
- **9:30 PM** - Closing Remarks & Appreciation
- **10:00 PM** - Event Concludes

Additional Information

Dress Code: Formal Attire

Contact: [Insert Contact Information]