

# Charity Gala Itinerary Notice

Dear [Attendee's Name],

We are excited to welcome you to our annual Charity Gala on [Date] at [Venue]. Below you will find the itinerary for the evening:

## Event Itinerary

- **5:30 PM** - Registration and Welcome Reception
- **6:30 PM** - Opening Remarks
- **7:00 PM** - Dinner Service Begins
- **8:00 PM** - Keynote Speaker
- **8:30 PM** - Live Auction
- **9:30 PM** - Closing Remarks and Thank You

Please arrive at least 15 minutes prior to the start of the event. Dress code is formal. We look forward to an inspiring evening together!

Best regards,

[Your Organization's Name]

[Contact Information]