

# Activity Plan for Holiday Season Gathering

Date: December 20, 2023

Time: 5:00 PM - 9:00 PM

Location: Community Center, Main Hall

## Agenda

- 5:00 PM - 6:00 PM: Welcome Reception
- 6:00 PM - 7:00 PM: Dinner & Networking
- 7:00 PM - 8:00 PM: Holiday Games & Activities
- 8:00 PM - 9:00 PM: Gift Exchange & Closing Remarks

## Activities Overview

Join us for an evening filled with fun, laughter, and holiday cheer! We will kick off the evening with a welcome reception, followed by a delicious dinner. After the meal, enjoy engaging games and activities that celebrate the holiday spirit. Don't forget to bring a small wrapped gift for our gift exchange!

## RSVP

Please confirm your attendance by December 10, 2023, by replying to this email or contacting us at (123) 456-7890.

We look forward to celebrating with you!

Warm regards,

Your Name

Your Position

Your Organization