

# Gala Dinner Event Agenda

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

Venue: [Insert Venue Name]

## Agenda

- **6:00 PM - 7:00 PM:** Guest Arrival and Cocktails
- **7:00 PM - 7:15 PM:** Welcome Remarks by [Insert Host's Name]
- **7:15 PM - 8:00 PM:** Dinner Service
- **8:00 PM - 8:30 PM:** Keynote Speech by [Insert Speaker's Name]
- **8:30 PM - 9:00 PM:** Entertainment Performance
- **9:00 PM - 9:30 PM:** Auction or Fundraising Activity
- **9:30 PM - 10:00 PM:** Closing Remarks and Acknowledgments
- **10:00 PM:** Event Concludes

For more information, please contact [Insert Contact Information].