

SAMPLE BANQUET AGENDA

**XXX Dinner
Friday, Month & Day, 2005
6:00 pm at the XXX Site**

5:30 p.m.	Set up complete Staff arrives Valet Parking begins
6:00 – 6:50 p.m.	Registration/Check in Cocktails served Reception, passed hors d'oeuvres Photographs taken
6:50 p.m.	Dinner Bell, move guests to tables
7:00 p.m.	Call room to order, Welcome & Introductions
7:10 p.m.	Invocation
7:15 p.m.	Dinner served
8:15 p.m.	Program resumes (once dessert is served) – Introduction of Entertainment
8:20 p.m.	Entertainment
8:30 p.m.	Introduction of Keynote
8:35 p.m.	Keynote Remarks
8:50 p.m.	Special Presentation(s) and/or Toast
8:55 p.m.	Response to Presentation
9:00 p.m.	Closing

cc: Copies of Agenda to:

Planning Committee, staff
Set Up Crew
Caterer
Photographer
Podium Party
Administrative Council (as needed)