

# Formal Banquet Luncheon Itinerary

**Date:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Host:** \_\_\_\_\_

## Schedule of Events

12:00 PM  
Arrival & Registration

12:30 PM  
Opening Remarks

12:45 PM  
Luncheon Served

1:30 PM  
Guest Speaker Address

2:00 PM  
Recognition & Awards

2:30 PM  
Closing Remarks

Thank you for joining us.