

# Holiday Banquet Celebration Event Plan

## Event Overview

- 1. **Date:** \_\_\_\_\_
- 2. **Time:** \_\_\_\_\_
- 3. **Venue:** \_\_\_\_\_
- 4. **Expected Attendees:** \_\_\_\_\_

## Schedule

Time	Activity	Responsible
00:00	Arrival & Registration	
00:00	Welcome Speech	
00:00	Dinner Service	
00:00	Entertainment	
00:00	Closing Remarks	

## Menu

- Starter: \_\_\_\_\_
- Main Course: \_\_\_\_\_
- Dessert: \_\_\_\_\_
- Beverages: \_\_\_\_\_

## Decorations

- Theme: \_\_\_\_\_
- Table Centerpieces
- Lighting
- Signage

## Entertainment

- Music / DJ: \_\_\_\_\_
- Performances: \_\_\_\_\_
- Games / Activities: \_\_\_\_\_

## Budget (Sample)

Item	Estimated Cost	Notes
Venue		
Catering		
Decorations		
Entertainment		
Gifts/Prizes		
Total		

## Notes & Action Items

- \_\_\_\_\_
- \_\_\_\_\_