

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

- _____
- _____