

Event Name:

Date:

TIME	ACTION	Who is Responsible
10:00	Set up registration area	Joy Smith
10:30	Caterer arrives	
11:00		
11:30		
12:00	Guests arrive/registration opens	
12:30	Float and greet guests	Mary, Kyle
1:00		
1:30	Check bathrooms	Kelly
2:00	Introduce sponsors	Host Mary
2:30	Speaker presentation	Speaker Joanne
3:00		
3:30	Networking hour begins	
4:00	Wine tasting	Local winery and staff
4:30	Closing announcements/thank you	Host Mary
5:00	Have goodie bags by door for guest as they leave	volunteers
5:30		
6:00	Caterer breaks down	
6:30		
7:00		
7:30		
8:00		
8:30		
9:00		

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