

Basic Activity Timeline for Gathering

Time	Activity	Details/Notes		Guests arrive, welcome drinks served
		4:00 PM	Arrival & Welcome	
Time	Activity	Details/Notes		Short group activity to introduce everyone
		4:30 PM	Ice Breaker Game	
Time	Activity	Details/Notes		Main event, presentation, or group activity
		5:00 PM	Main Activity	
Time	Activity	Details/Notes		Serve food and drinks
		6:00 PM	Meal/Refreshments	
Time	Activity	Details/Notes		Thank the guests, distribute any gifts or notes
		7:00 PM	Closing & Farewell	