

Basic Activity Timeline for Gathering

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