**<EVENT NAME>**

**<LOCATION, ADDRESS>**

**<DATE, TIME>**

**ORDER OF PROCEEDINGS TEMPLATE**

6.00 pm Guests arrive and register. Pre-ceremony drinks (water, juice, tea, coffee) served

6.20 pm Host arrives

6.25 pm Pre-ceremony drinks cease and guests are seated

6.30 pm Official proceedings commence

6.30 pm Welcome by the Master of Ceremonies

6.32 pm Acknowledgement of Traditional Owners

6.38 pm Video message played

6.39 pm Address by the Host

6.43 pm Presentation of the Award #1

6.53 pm Presentation of the Award #2

7.03 pm Presentation of the Award #3

7.13 pm Presentation of the Award #4

7.23 pm Presentation of the Award #5

7.28 pm MC to close official proceedings and invite guests to reception

7.30 pm Refreshments and entertainment commence

7.30pm Photo opportunity with Host and all finalists

8.30 pm Refreshments and entertainment conclude

8.30 pm Event concludes