**<EVENT NAME>**

**<LOCATION, ADDRESS>**

**<DATE, TIME>**

**ORDER OF PROCEEDINGS TEMPLATE**

5:30pm Event ready, doors to open

5:40pm Finalist teams to arrive for briefing and team photos

6.00 pm Guests arrive and register. Pre-ceremony refreshments served

6.20 pm Host arrives

6.25 pm Pre-ceremony refreshments 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 or Welcome to Country

6.38 pm Video message played

6.39 pm Address by the Host

6.43 pm Presentation of Award #1

6.53 pm Presentation of Award #2

7.03 pm Presentation of Award #3

7.13 pm Presentation of Award #4

7.23 pm Presentation of 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