## Corporate Annual Day Function Plan

### Event Overview

- \*\*Event Name:\*\* Annual Day Celebration 2023

- \*\*Date:\*\* [Insert Date]

- \*\*Time:\*\* [Start Time] to [End Time]

- \*\*Location:\*\* [Insert Venue Name and Address]

- \*\*Expected Attendance:\*\* [Insert Number of Attendees]

### Venue

- \*\*Name:\*\* [Venue Name]

- \*\*Location:\*\* [Address]

- \*\*Capacity:\*\* [Number of People]

- \*\*Facilities:\*\*

- Auditorium with stage and seating

- Audio-visual equipment

- Parking space

- Restrooms

- Green room for performers

### Theme

- \*\*Theme:\*\* "A Night of Excellence"

- \*\*Dress Code:\*\* Formal evening wear

- Men: Suits or tuxedos

- Women: Evening gowns or cocktail dresses

- \*\*Decoration:\*\* Elegant with a black, gold, and silver color palette

- \*\*Table Setup:\*\* Round tables with centerpieces in theme colors

### Schedule

- \*\*6:00 PM\*\* - Guest Arrival and Welcome Drinks

- \*\*6:30 PM\*\* - Inaugural Speech by CEO

- \*\*7:00 PM\*\* - Award Ceremony

- \*\*7:45 PM\*\* - Musical Performance

- \*\*8:15 PM\*\* - Dinner Service

- \*\*9:15 PM\*\* - Entertainment Segment (e.g., stand-up comedy, dance performances)

- \*\*10:00 PM\*\* - DJ and Dance Floor Opens

- \*\*11:30 PM\*\* - Thank You Note and Event Closure

### Catering

- \*\*Caterer:\*\* [Catering Company Name]

- \*\*Menu:\*\*

- \*\*Starters:\*\* Assorted canapés and finger foods

- \*\*Main Course:\*\* Buffet with various international cuisines including vegetarian and non-vegetarian options

- \*\*Dessert:\*\* Selection of cakes and pastries

- \*\*Beverages:\*\* Soft drinks, juices, a selection of wines, and cocktails

### Entertainment

- \*\*MC/Host:\*\* [Name]

- \*\*Live Band/DJ:\*\* [Name]

- \*\*Performances:\*\* [Details of any scheduled performances]

- \*\*Additional Activities:\*\* Photo booth with props

### Logistics

- \*\*Audio-Visual Equipment:\*\* Microphone, speakers, projector

- \*\*Transportation:\*\* Shuttle service available from office to venue

- \*\*Security:\*\* On-site security team to manage entrance and guest safety

### Budget

- \*\*Estimated Total Cost:\*\* [Insert Total Cost Estimate]

- \*\*Breakdown:\*\* [Provide a detailed financial plan if needed]

### Contact Information

- \*\*Event Coordinator:\*\* [Name, Phone Number, Email]

- \*\*Venue Manager:\*\* [Name, Phone Number]

- \*\*Catering Manager:\*\* [Name, Phone Number]

---

### Notes

- Ensure RSVPs are managed and confirmed two weeks prior to the event.

- Schedule a final walk-through at the venue a week before the event.

- Create name tags and seating arrangements for all confirmed guests.

- Prepare an emergency kit including first aid and other essentials for unforeseen circumstances.

This document outlines the key aspects to organize the upcoming Corporate Annual Day. Adjustments can be made based on further requirements or changes in plans.