A CORPORATE FUNCTION / ANNUAL DINNER   (3.0/4.0-hour event • Overtime (OT) duration may apply

A Night of Golden Stars by _____ Sdn Bhd
30 MAR 2024 • SUNDAY • X Hotel, The Y Ballroom • No. of pax: X
Band Line-up: _____ • Emcee: _____ • Floor Manager(s): _____?

Time	Activity			Duration
4:30 PM	DECO CHECK – Decorations & Lightings Setup Done			
5:00 PM	BAND'S ARRIVAL – PA System Setup Done • Parking • Live Band Setup (Stage Arrangement)			
5:15 PM	VENDORS – Banquet's team briefing (if the meeting is occupying the same space as the band)			
5:30 PM	SOUNDCHECK – Band Practice • Briefing with MC (any time)			
	Guests' arrival	Damien's Spotify playlist / paste here if you have your own Spotify playlist to share	mostly are either jazz instrumentals, classic ballads, or pop	remarks
Short intermissions & Agenda intros		Damien's specialised playlist of ambientic music; grand intro tunes, etc.	movie soundtracks, classical guitar or piano BGMs, orchestra ensemble music	remarks
	Post-event music	Damien's playlist of famous danceable pop songs / paste here if you have your own Spotify list	e.g. I Got A Feeling, Macarena, Despacito, Gangnam Style, etc. (many more)	remarks
6:30 PM	GUESTS' ARRIVAL – Registration • Photobooth • Cocktail Session • Ballroom door opens after 25 minutes • Band Meals (4 pax)			
7:10 PM	START TO USHER – Guests proceed into hall to take their seats at their tables			
7:20 PM	GET READY – Emcee makes 1st announcement of the starting/opening time. Floor managers to remind those involved to get ready			

Time	Activity			Duration	
7:30 PM	OPENING – Emcee's Introduction • The Entrance of VVIPs			3 min	
	VVIP's Entrance Music	please state	paste YouTube link here if possible	remarks	
		Opening Video Montage (Corporate Video) • Organizing Chairman's Speech	Name	8 min	20 min
		Opening Gimmick (Ribbon/Cake-cutting) • Confetti Popping / Balloon-release		3 min	
		All-in Group Photo		3 min	
		Food Presentation		3 min	
7:50 PM		Live Band Set 1			
	Song key(s)	Song Title	Artist / Version	Performer	
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Dish 1	Song key(s)	Song Title	Artist / Version	Performer	20 min
	Song key(s)	Song Title	Artist / Version	Performer	
	Song key(s)	Song Title	Artist / Version	Performer	
8:10 PM	AGENDA SESSION 1 – Speeches x2 • Lucky Draws x20				
Dish 2	Speech 1 –	Managing Director (MD)	Name	10 min	
	Speech 2 –	Chief Executive Officer (CEO)	Name	10 min	30 min
Dish 3	RM500 prize value	CEO to give out 10x Lucky Draw	Assistant	5 min	
	RM700 prize value	MD to give out 10x Lucky Draw	Assistant	5 min	
8:40 PM		Live Band Set 2			
	Song key(s)	Song Title	Artist / Version	Performer	
	Song key(s)	Song Title	Artist / Version	Performer	
Dish 4	Song key(s)	Song Title	Artist / Version	Performer	20 min
	Song key(s)	Song Title	Artist / Version	Performer	
	Song key(s)	Song Title	Artist / Version	Performer	
9:00 PM	AGENDA SESSION 2 – Voting for Best Dress Nominations Closes • Minute-to-win-it Game(s) • Lucky Draws x10 • Buffer 5 minutes (break)				
	Game 1 –	???	Game Master	15 – 20 min	
Dish 5	Game 2 –	???	Game Master		30 min
	RM1,000 prize value	Organizing Chairman (OC) to give out 10x Lucky Draw	Assistant	10 min	
		Break Time			
9:30 PM		Live Band Set 3			
	Song key(s)	Song Title	Artist / Version	Performer	
	Song key(s)	Song Title	Artist / Version	Performer	
Dish 6	Song key(s)	Song Title	Artist / Version	Performer	20 min
	Song key(s)	Song Title	Artist / Version	Performer	
	Song key(s)	Song Title	Artist / Version	Performer	
9:50 PM	AGENDA SESSION 3 – Best Dress Nominees to do the catwalk • Staff Awards • Buffer duration (long break)				
	Best Dress Nominees	best dress nominee 1	Name	5 min	
		best dress nominee 2	Name		
Dish 7		best dress nominee 3	Name		10 – 25 min
		best dress nominee 4	Name		
		best dress nominee 5	Name		
	Staff Awards	staff of the year	Name	5 – 20 min	
		newcomer of the year	Name		
		longevity / appreciation award	Name		
Dish 8		Break Time			
10:15 PM	AGENDA SESSION 4 – Best Dress Winner(s) • Lucky Draw Grand Prizes x3				
	3rd prize winner	OC to draw the prize	Assistant	3 min	
	2nd prize winner	MD to draw the prize	Assistant		5 min
	1st prize winner	CEO to draw the prize	Assistant		
10:20 PM		Live Band Set 4			
	Song key(s)	Song Title	Artist / Version	Performer	
	Song key(s)	Song Title	Artist / Version	Performer	10 min
	Song key(s)	Song Title	Artist / Version	Performer	
10:30 PM	END / AFTER-PARTY – Emcee's Closing Speech • DJ Music from laptop for another 60 mins or have the live band to continue with 30 min OT • Photography with Live Band				
		After the live band's cut-off (end) time, you may still extend your event by having the after-party music;			60 min
		If the live band agrees to perform for another 30 min, the OT extension rate is RM60 per performer.			
		Our charge is RM100 per 30 mins of non-stop music from laptop (only the BGM personnel to stay back).			
		Karaoke charges are RM490 for 1 hour			
11:30 PM	OVERTIME ENDS – DJ's Closing Speech • Stage equipment disassembles				

Selected songs but not listed