**Sample Itinerary for ...............**

**South Surrey Garden Club**

**......(date).....**

**Mid- Afternoon** Arrival at ...(place of accommodation)

....(address).....

**Phone:**

**4:45 for 5:00 pm** Dinner at ...........

......(address)......

www............. **Phone:**

**5:00 to 6:00 pm** Dinner

Host:

Guests:

**6:00 to 6:30 pm** Travel to St. Mark's Anglican Church Hall

12953 - 20th Avenue, Surrey, BC

**6:30 to 7:00 pm**  Set up for sale of books, plants, etc.

A/V Set-up:

Sale Assistants: Treasurer: James Good

**7:00 to 7:30 pm** South Surrey Garden Club business meeting

**7:30 – 8:00 pm** Meeting Break -

Sale of Books, etc.

**8:00 – 9:00 pm** Speaker's Presentation - **"..Title of Presentation** ......" Introduction: ......

Thank You: ........

Q&A

**9:00 pm** Meeting ends

**9:00 - 9:15 pm** Continue with sale of books, etc. if necessary

Contact Person:

...Name.....

...address...

Surrey, BC

Telephone: