Grand Opening: Event Flow Template

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| Store Number/Name | Address | | Opening Date |
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| Store Manager | | District Manager | |

This is a suggested flow. Use it as a guide to build your own event flow. The secret is to be planful, organized, and let other participants and employees what to expect and what their role is.

# <Date> <Time>

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| Approximate Time | Event Item | Lead |
| 10:00 a.m. | * Community Partner Arrives * All Store Employees at specified stations | Community Partner Name |
| 10:15 a.m. | * Store set-up beings * Assigned employee(s) begin prepping sampling items for event | Employee Name(s) |
| 10:45-11 a.m. | * Customers begin to arrive Guest book at entrance for sign-in * Store employees begin sampling and greeting attendees * Store employee photographer begins taking photos |  |
| 11 a.m.-11:02 p.m. | * Event Begins * Store Manager welcomes customers, introduces Community Partner, local Town Officials and any other Dignitaries and Special Guests | Store Manager’s Name |
| 11:02-11:04 a.m. | * Community Partner and Town Officials say a few words of welcome |  |
| 11:04-11:09 a.m. | * Store Manager, Community Partner and Town Officials do ribbon-cutting (or other ceremonial action) outside, in front of store * Photographer takes photos |  |
| 11:10-11:12 a.m. | * Oversized check presentation (if applicable) to Charity Partner * Photographer takes photos |  |
| 11:13-11:18 a.m. | * Ceremonial first serving of products begins inside store * Store Manager, Community Partner and Town Officials participate * Photographer takes photos |  |
| 11:19-11:24 a.m. | * Store Manager thanks everyone for coming, briefly outlines the remainder of the event activities and encourages customers to stay and enjoy the party |  |