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 arriveGuest book at entrance for sign-in
* Store employees begin sampling and greeting attendees
* Store employee photographer begins taking photos
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| 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
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| 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
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| 11:10-11:12 a.m. | * Oversized check presentation (if applicable) to Charity Partner
* Photographer takes photos
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| 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
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| 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
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