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|  | GALA/ZONE CONFERENCESUGGESTED AGENDA |

# [ Event Name]

## [Theme]

### [Location]

### [Date]

|  |  |  |
| --- | --- | --- |
| Time | Segment | Responsible |
| (2 min) | Acknowledgement of Country[People’s name and nation] |  |
| (2 min) | National Anthem (optional) |  |
| (5 min) | Welcome and introductions |  |
| (15 min) | Zone Councillor reports (Gala) |  |
| (15 min) | National Councillor’s presentation (Zone Conference) |  |
| (15 min) | Club President’s Reports (Zone Conference) |  |
| (10 min) | Presentation of Decade Badges (optional) |  |
| (40 min) | LUNCH |  |
| (5 min) | Lucky Door Draw |  |
| (10 min) | Zone Conference – Workshop / Speaker |  |
| (10 min) | Gala – Speaker / Entertainment |  |
| (5 min) | Raffle Draw |  |
| (2 min) | Thank you  |  |
| (2 min) | Travel safely |  |