

Retirement party agenda

Date: July 23, 2026

Timeline

18:00 – 18:15 Guest Arrival & Welcome Drinks

Guests arrive and are greeted with welcome drinks.

Location: The Grand Ballroom Foyer

18:15 – 18:30 Opening Remarks

Official welcome by the host, introducing the purpose of the celebration.

Location: The Grand Ballroom

18:30 – 19:00 First Tribute

A close colleague shares memories and highlights of the retiree's professional journey.

Location: The Grand Ballroom

19:00 – 19:30 Networking & Hors d'oeuvres

Guests mingle and enjoy a selection of appetizers.

Location: The Grand Ballroom

19:30 – 20:00 Second Tribute & Personal Reflections

A family member or long-time friend shares personal anecdotes and well wishes.

Location: The Grand Ballroom

20:00 – 20:15 Presentation of Gifts & Awards

Formal presentation of retirement gifts and any company awards.

Location: The Grand Ballroom

20:15 – 20:30 Retiree's Response

The retiree expresses their gratitude and shares final thoughts.

Location: The Grand Ballroom

20:30 – 21:00 Dessert & Coffee Break

Enjoying dessert and coffee while continuing conversations.

Location: The Grand Ballroom

21:00 – 21:15 Closing Remarks & Farewell

Final words of thanks and a toast to the retiree's future.

Location: The Grand Ballroom

21:15 – 21:30 Photo Opportunities

Guests have the opportunity to take photos with the retiree.

Location: The Grand Ballroom