

Surprise party timeline

Date: July 23, 2026

Timeline

16:00 – 17:00 Venue Setup and Decoration

Organizers and vendors arrive early to set up balloons, banners, and table centerpieces. Audio visual equipment is tested for the surprise reveal.

Location: The Grand Lounge, 123 Main Street

17:15 – 17:45 Decoy Plan Execution

The designated decoy takes the guest of honor out for an early evening coffee under the pretense of discussing a work project. This keeps them completely unaware of the main event.

Location: Corner Cafe, Downtown

17:45 – 18:15 Guest Arrival and Secret Briefing

Guests arrive quietly and park in the rear lot to hide their vehicles. Event hosts brief everyone on the entry signal and hiding positions.

Location: The Grand Lounge, 123 Main Street

18:15 – 18:30 Final Hiding Setup

All guests take their places behind designated spots in the dimmed hall. Lights are turned off and party poppers are distributed.

Location: Main Hall, The Grand Lounge

18:30 – 18:45 The Big Surprise Moment

The guest of honor enters expecting a quiet evening, only to be greeted by lights, confetti, and shouts of surprise. Emotional reactions and initial group hugs take place.

Location: Main Entrance, The Grand Lounge

18:45 – 19:30 Welcome Drinks and Photo Session

Guests toast the guest of honor with signature cocktails and appetizers. A photographer captures candid moments and group photos.

Location: Cocktail Area, The Grand Lounge

19:30 – 20:30 Buffet Dinner Service

A catered dinner buffet opens with a selection of favorite dishes curated for the guest of honor. Ambient background music plays while guests dine.

Location: Dining Hall, The Grand Lounge

20:30 – 20:50 Tributes and Speeches

Close friends and family members share funny stories and heartfelt memories. A short tribute slideshow plays on the main projector.

Location: Main Stage, The Grand Lounge

20:50 – 21:15 Cake Cutting and Dessert

Everyone sings happy birthday as a custom cake is brought out. The guest of honor blows out the candles and cuts the first slice.

Location: Main Stage, The Grand Lounge

21:15 – 21:45 Gift Presentation

The guest of honor opens group presents and reads cards from guests. A memory book is presented with signed wishes from all attendees.

Location: Lounge Area, The Grand Lounge

21:45 – 23:00 Dance Floor and Evening Celebration

The DJ turns up the volume with high-energy party tracks. Guests take to the dance floor to celebrate into the late evening.

Location: Dance Floor, The Grand Lounge