**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9053&utm_source=template-word&utm_medium=content&utm_campaign=Event+Itinerary-word-9053&lpa=Event+Itinerary+word+9053)Event Itinerary Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Title** |  | | | **Date** |  |
|  |  |  | | |  |
| **Location** |  | | | | |
|  |  | |  | |  |
| **Organizer/Host** |  | | **Contact Info** | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | | **Activity/Session** | **Location** | | **Speaker/Lead** | | **Notes** | |
| **8:00 AM** | | Guest Check-In / Registration | | Lobby | Event Staff | | Light refreshments provided | |
| **9:00 AM** | | Opening Remarks | | Main Hall | [Name] | |  | |
| **9:30 AM** | | Keynote Address | | Main Hall | [Speaker Name] | |  | |
| **10:15 AM** | | Coffee Break | | Lounge Area |  | |  | |
| **10:30 AM** | | Breakout Session A | | Room 1 | [Facilitator Name] | | Topic: [Insert Topic] | |
| **10:30 AM** | | Breakout Session B | | Room 2 | [Facilitator Name] | | Topic: [Insert Topic] | |
| **12:00 PM** | | Lunch | | Dining Room / Buffet |  | |  | |
| **1:00 PM** | | Panel Discussion | | Main Hall | Moderator: [Name] | | Q&A included | |
| **2:30 PM** | | Workshop / Group Activity | | Room 3 | [Instructor Name] | | Supplies provided | |
| **3:30 PM** | | Coffee / Snack Break | | Lounge Area |  | |  | |
| **4:00 PM** | | Closing Session / Remarks | | Main Hall | [Speaker Name] | | Wrap-up, next steps | |
| **5:00 PM** | | Networking & Social Hour | | Rooftop Terrace |  | | Optional attendance | |

Notes / Reminders

|  |
| --- |
|  |



**Event Itinerary Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Title** |  | | | **Date** |  |
|  |  |  | | |  |
| **Location** |  | | | | |
|  |  | |  | |  |
| **Organizer/Host** |  | | **Contact Info** | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | | **Activity/Session** | **Location** | | **Speaker/Lead** | | **Notes** | |
|  | |  | |  |  | |  | |
|  | |  | |  |  | |  | |
|  | |  | |  |  | |  | |
|  | |  | |  |  | |  | |
|  | |  | |  |  | |  | |
|  | |  | |  |  | |  | |
|  | |  | |  |  | |  | |
|  | |  | |  |  | |  | |
|  | |  | |  |  | |  | |
|  | |  | |  |  | |  | |
|  | |  | |  |  | |  | |
|  | |  | |  |  | |  | |

Notes / Reminders

|  |
| --- |
|  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |