

Micro- Ceremony & Greeting Timeline as of 12/01/2022

For _____ & _____

Date: ____ / ____ / ____ & Time: _____ of Ceremony; Guest Count: _____

2 Hours- 10 Guests

SATURDAY (or day of wedding)

PRE-SET	Ceremony & greeting area set up by Portola Inn
3:00 pm	Wedding Party Arrives to Master Suite OR Guest House
	Vendors arrive:
	Photographer _____
	Desserts _____
	Officiant _____
	DJ _____
4:00 pm	Guests arrive
	Ceremony begins
4:30 pm	After ceremony pictures
5:00 pm	Cutting of the cake, served by Portola Inn
5:30 pm	Toasts: champagne and serving provided by Portola Inn
	Toasts by _____, _____
5:45 pm	Special Dances
	Couple
	Father/Daughter
	Mother/Son
6:00 pm	Guest Departure
6:00-7:00 pm	Final Clean up
	Final photography

SET UP

Choice of areas: Oak Tree Garden Lawn or adjacent Terrace, Carriage House or adjacent Terrace

10 chairs for Ceremony site

2 Guest Tables

1 Sweetheart Table

1 Guest Book/ Gift Table

Bar/Drinks Table

Cake Table

Portola Inn to provide:

Tablecloths: color? _____

Disposable dessert napkins

Glass Champagne Flutes

Glass dessert plates, forks