

Simple Wedding & Reception Sample Timeline as of 12/01/2022

For _____ & _____

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

Timeline:

Friday

4:00 pm Overnight guests arrive at Portola Inn to check in if using the rooms for overnight (at an additional cost)

Master Suite Guests: _____

Guest House Guests: _____

Saturday

11:00 am – 1:00 pm Portola Inn staff and vendors set up as needed

1:00 pm Wedding Party and Guests arrive

Photographer arrives, begins pictures

1:10 pm Invite guests to ceremony site

1:15 pm Begin Ceremony

1:45 pm Wedding Party and family photos in Ceremony Site

Guests to Appetizer area

2:15 pm Toasts

3:00 pm Cutting of the Cake

4:00 pm Dancing and visiting

3:50 pm Good-Byes, Guests leave

4:00 pm Vendors and assigned family member or friends and PI staff clean up

5:00 pm Everything cleaned up and vendors depart

Simple Wedding & Reception Sample Timeline

For _____ & _____

Date: ____ / ____ / ____

Portola Inn to Provide:

Entrance sign at bottom of the driveway to say _____

Parking on site for:

ADA or Special Needs for: _____

Bridal Party & immediate family # of vehicles: _____

Guest parking # of vehicles: _____. Large vehicles such as motorhomes need special arrangements.

Vendor parking # of vehicles: _____. (Portola Inn will coordinate with vendors on their needs.)

Site Coordination of vendors and site by Tom O’Malley or designee. (805) 440-7557.

Assistance with site set up, take down, parking, guest assistance, and cleanup etc.

Restrooms & Changing areas for Guests: (Staff & Vendors are provided a separate restroom.)

1 ADA accessible bathroom near ceremony site.

Guest House bathroom (if available) – lock personal items in the bedroom before the ceremony.

OR

Use of Master Suite bathroom (if available) for wedding party and families of couple only.

Guest accommodation Options with prior arrangement:

Master Suite – DAYUSE FRIDAY NIGHT SATURDAY NIGHT

Guest House – DAYUSE FRIDAY NIGHT SATURDAY NIGHT

Ceremony area on Oak Tree Garden Lawn:

Site set with ____ chairs in ____ rows with ____ on each side

Vendor Checklist: (Not all vendor categories may be needed)

Caterer: _____ Cell Phone #: _____

to provide:

All food and drinks
Serving dishes and utensils
Set up of food serving areas
Place settings for _____ guests and _____ vendors/staff
Setting of tables
Serving of all food
Bussing of dishes

Bartender & Bar Service: _____ Cell Phone #: _____

if not provided by caterer (At no time is alcohol to be left unattended.)

to provide:

All alcohol services
Set up and take down of the bar and moving to other serving areas if necessary

Bakery: _____ Cell Phone #: _____

to provide:

Delivery and set up of cake or other desserts

Florist: _____ Cell Phone #: _____

to provide: (Not all items may be desired or needed)

Aisle décor
Bridal and bridesmaids' bouquets
Boutonnieres. # _____
Corsages. # _____
Centerpieces for tables. # _____
Head table DÉCOR
Flowers for the cake
Delivery and set up

Photographer: _____ Cell Phone #: _____

to provide

All photography.
Coordinate with Event and Site coordinators.

DJ: _____ Cell Phone #: _____

to provide:

All sound, equipment, music, announcing for ceremony and greeting
Unloading, re-parked and set up of all equipment prior to guests arriving
Take down and loading of all equipment after event.
Coordinate with Event and Site coordinators.

Officiant: _____ Cell Phone #: _____

to provide:

Performance of Ceremony
Signing of Marriage License

Couple to provide:

_____ 's Cell Phone #: _____

_____ 's Cell Phone #: _____

Marriage License

Insurance - Wed Safe or _____

Optional items if desired:

Wedding Coordinator if needed

Guest Book

Favors

Decorating Items, Decorating person and Written instructions and layout plan for decorating.

Disposables for cake or desserts

Written instructions on what to do with Gifts & Cards after the Reception & who will pick up.

Communication with overnight guests regarding Portola Inn Rules & Guidelines.