

Portola Inn Event Planning – Event Payment Timeline as of 8/1/23

To Reserve Site & Date

Pay, \$1,000 non-refundable fee and sign contract.

Initial

Date

Recommended At Least Six Months Before The Event

Meet with the site coordinators and begin to fill out overview, answer Important Questions, fill in Wedding Party List and go over needs and expectations, calendar dates. Pay security deposit.

Initial

Date

Three Months Before The Event

Arrange to meet with all vendors to see the site. Meet with site coordinators to finalize Overview, Important Questions and Wedding Party List. Complete a layout of the wedding and/or reception. Begin event timeline. Begin a parking list. Pay 50% of remaining balance (non-refundable).

Process time:
1-2 hours

Initial

Date

One Month Before The Event

Complete a timeline of the day before and the day of the event. Finalize needs of vendors. Finalize layout. Finalize decoration plan. Preliminary guest count. Final payment of all fees (non-refundable). **NO MAJOR CHANGES AFTER THIS MEETING.**

Process time:
1 hour

Initial

Date

Insurance Certificate
() WedSafe
Co.: _____
Date: _____

Required One to Two Weeks Before the Event

Final Check-in Phone Call

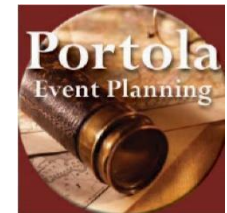
Initial

Date

After The Event
Return security deposit. Write a review.

Initial

Date



Portola Event Planning

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Payment Timeline
Due: _____
Amount: \$ _____
Ck#: _____

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