

Wedding and Reception Detailed Timeline as of 08/01/2023 for

\_\_\_\_\_ & \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ & Time: \_\_\_\_\_ of Ceremony; Guest Count: \_\_\_\_\_

**Timeline:**

**Friday**

8:00 am Portola Inn staff stage chairs, tables, and other items prior to rehearsal.

3:30 pm Drop off Alcohol (Beer & Wine), Table Chart, \_\_\_\_\_ @ Carriage House  
Drop off decorating items, \_\_\_\_\_ @ Carriage House  
Drop off decorating items, \_\_\_\_\_ @ Guest House

3:30 pm Overnight guests arrive at Portola Inn to check in

Master Suite Guests:

1<sup>st</sup>. night: \_\_\_\_\_

2<sup>nd</sup>. Night: \_\_\_\_\_

Guest House Guests:

1<sup>st</sup>. night: \_\_\_\_\_

2<sup>nd</sup>. Night: \_\_\_\_\_

4:00 pm Rehearsal –  
PLEASE LIMIT TO WEDDING PARTY & IMMEDIATE FAMILY ONLY  
Following rehearsal, we will review parking needs and requirements

6:00 pm Rehearsal dinner at \_\_\_\_\_

10:00 pm or before Overnight guests, if any return to Portola Inn

12:00 pm lights out and all quiet at Portola Inn – Get a good night’s sleep!

**Saturday**

\_\_\_\_\_ am Hair and Make Up: \_\_\_\_\_

12:00 pm Vendor Set up and Deliveries Begin.

\_\_\_\_\_ pm Florist

\_\_\_\_\_ pm Photographer

\_\_\_\_\_ pm DJ

\_\_\_\_\_ pm Cake or Dessert

\_\_\_\_\_ pm Caterer

\_\_\_\_\_ pm Bar Service

_____ pm	Officiant
_____ pm	_____
2:00 pm	Begin photos of bride, bridal party, family
3:00 pm	Groom, groomsmen, family photos begin
3:30 pm	First Look Photo
3:45 pm	Guests begin arriving
4:00 pm	Invite guests to ceremony site
4:05 pm	Begin Ceremony
4:30 pm	Appetizer/Cocktail hour begins on the Carriage House Terrace
	Wedding Party and family photos in Ceremony Site
5:30 pm	Call to Dinner, Grand Entrance at _____
5:45 pm	Dinner is served
6:45 pm	Toasts
7:00 pm	Cake cutting
7:30 pm	Move to Carriage House for First Dance & Special Dances
8:30 pm	Bar closes
8:45 pm	Bouquet & Garter Toss from _____
8:50	Goodbyes
9:00 pm	Guests leave
9:00-10:00 pm	Clean-up by Portola In, vendors and assigned persons of wedding party
10:00 pm	All non-overnight guests off property
	Lights out - all quiet at Portola Inn
	Overnight stays, parking or pick up <b>Requires prior planning &amp; approval.</b>
	Master Suite Guests: _____
	Guest House Guests: _____

**Sunday**

9:00 – 10:30 am	Next day pick up of event or personal items <b>Requires prior planning &amp; approval if not an overnight guest.</b>
11:00 am	Overnight guests at Portola Inn check out

Wedding and Reception for

\_\_\_\_\_ & \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ & Time: \_\_\_\_\_ of Ceremony

Officiant - \_\_\_\_\_

**Ceremony Order:**

Honored guests and family to be seated BEFORE the processional: (Grandparents, Special People)

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Honored guests and family to be seated DURING the processional: (Parents, Family Members)

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How would you like the Officiant and Groom to enter? (From the Side or in Processional)

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WEDDING PARTY ORDER during the processional: (Groomsmen, Bridesmaids, Flower girl, Ring Bearer)

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Best Man: \_\_\_\_\_ Maid of Honor: \_\_\_\_\_

How would the Bride, like to enter the ceremony and who is escorting?

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What special elements do you wish to have included in your ceremony?

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**Ceremony:**

Welcome

Giving away of the bride

Vows

Rings

First Kiss

Presentation of the couple

Recessional:

Reverse order (Would you like to exit the ceremony in a certain way?)

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Officiant announcements:

Cocktail Hour will begin on the Carriage House Terrace while photos are taken, and the area is reset for dinner.

Wedding and Reception for

\_\_\_\_\_ & \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Portola Inn to Provide:**

**Entrance sign** at bottom of the driveway to say \_\_\_\_\_

**Vendor signs** on display for vendors you have selected that are also regularly at Portola Inn if requested.

**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.)

**Event Coordination** of rehearsal, ceremony & reception: Peggy O'Malley, or designee. (805) 234-1254.

**Site Coordination** of vendors and site: 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:**

1 ADA accessible bathroom near ceremony site.

Guest House bathroom – please lock personal items in the bedroom before the ceremony.

Use of Master Suite bathroom for wedding party and families of bride and groom only.

**Guest accommodations:**

Master Suite – DAYUSE                      FRIDAY NIGHT                      SATURDAY NIGHT

Guest House – DAYUSE                      FRIDAY NIGHT                      SATURDAY NIGHT

**Ceremony area on Oak Tree Garden Lawn and Terrace:**

Site set with Portola Inn standard white chairs: # \_\_\_\_\_ chairs in \_\_\_\_\_ rows with \_\_\_\_\_ on each side

Optional Portola Inn Items:

Arch

Shepherd's Hooks

OTG-Terrace Nook available for: \_\_\_\_\_

hanging bar available across top back of nook for backdrop provided by others

Tree hanging point and switch controlled outlet in tree for Chandelier provided by others

**Appetizer area on Carriage House front terrace:**

Bar with one 6 ft. table behind it with black tablecloth directly in front of Carriage House.

1 Appetizer table with black tablecloth.

4 Guest Tables with black tablecloths

1 Entry table for Guest Book with limited table and tablecloth options to choose from.

Smoking Area with seating and ashtrays for smoking guests located away from other areas.

Fire pit available as needed. Additional plans, such as Smores, \_\_\_\_\_

Carriage for gifts. Decorations and plan for cards need to be specified: \_\_\_\_\_

Vendor Area ready for \_\_\_\_\_

Water station with 2 dispensers and disposable cups is an extra option if not offered by catering.

2 or more trash receptacles with maintenance throughout the event time.

**Reception Dinner area:**

Assistance with centerpieces and other decorating items:

Head table to seat \_\_\_\_\_ with limited choice of tables & tablecloth colors.

Guest seating for approximately \_\_\_\_\_ guests with six per 48" round tables (\_\_\_\_ tables).  
with limited choice of tablecloth colors or may provide your own by prior arrangement.

Gazebo or elsewhere & Table for wedding cake  
with limited choice of tablecloths or may provide your own by prior arrangement.

2 serving tables with black tablecloths

Tablecloths with limited color choices for all tables

Napkins are not provided by Portola Inn. Arrange with Caterer or others to provide.

Drink Station table (for non-alcoholic drinks provided by caterer) with black tablecloth.

2 or more trash receptacles with maintenance throughout the event time.

**Reception Dance and Music in the Carriage House:** (amplified sound not allowed outside after 7:00 pm)

Portable dance floor

2 round tables for guest seating with 12 chairs and additional seating around perimeter if requested.

1 or more trash receptacles with maintenance throughout the event time.

Nook: (Ceiling spotlights, three copper topped Mahogany Tables and wall backdrop rod for decorating)  
Possible uses: Desert & or Cake tables, extra guest seating, photo area, Displays, etc.

Service area with refrigerator, wine & beer coolers with pass through windows to outside Bar area.

**Vendor Checklist:**

**Caterer:** \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

To Provide:

All food for cocktail hour and dinner. Also, Ice? Guest table napkins?

Serving dishes and utensils. Also, disposables for cake, desert, etc.?

Set up of food serving areas

Place settings for \_\_\_\_\_ guests and \_\_\_\_\_ vendors/staff

Setting of tables

Serving of all food

Bussing of dishes

**Bar Service:** \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Bartender 1: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Bartender 2: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

To Provide: All alcohol services. **(At no time is alcohol to be left unattended.)**

Also, Provide or arrange for Ice, any glassware, disposables, or any other items needed.

Set up & take down of bar, moving to other serving areas if necessary and securing all alcohol at close.

**Bakery:** \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

To Provide: Delivery and set up of

Cake

Desert

**Photographer:** \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

To provide:

All photography of preparation, ceremony, and reception.

Coordinate with Event and Site coordinators.

**DJ:** \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

To Provide:

All sound, equipment, music, announcing for ceremony and reception

2 systems (one outdoor to cover ceremony and reception sites and one inside the Carriage House for appetizer and dance areas)

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:

Attendance at Rehearsal or make prior special arrangements with Portola Inn and Wedding Party

Performance of Ceremony

Signing of Marriage License

**Florist:** \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

To Provide: Delivery and set up of

**Bridal Party:**

Bridal bouquet, Hair flowers, Flower basket

Bridesmaids' bouquets: (\_\_\_\_)

Boutonnieres: Groom (\_\_\_\_), Groomsmen (\_\_\_\_), Ring Bearer (\_\_\_\_), Father / Officiant (\_\_\_\_)

Corsages: Mother of Bride, Mother of Groom, Grandmother,  
\_\_\_\_\_

**Ceremony:**

Aisle

Arch

Chairs

**Reception:**

Cake flowers

Carriage

Centerpieces

Sweetheart Table/Head Table

Welcome Station



**Bride & Groom to provide:**

Signed Portola Inn Contract and copies of all other vendor contracts

Bride's Cell Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Groom's Cell Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Marriage License

Insurance - Wed Safe or other \_\_\_\_\_

Ceremony details as listed earlier

Assistance in maintaining a current Timeline to be shared with all key vendors and others as needed

Guest List with any key persons or persons with special needs such as ADA parking

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

Communication with overnight guests regarding Portola Inn Rules & Guidelines.

Decorating Plan: Written instructions and layout plan for decorating items. (See Below)

Other items as needed:

Tablecloths for all guest and other tables if not using those offered by Portola Inn

Napkins – Portola Inn does not provide napkins, or any other items used for food or drinks.

Ice - for bar, other drinks or food if not provided by Bartender, Caterer, or other vendor

Table seating chart

Guest Book

Favors: \_\_\_\_\_

Disposables for bar, cake, desert, drinks or other

**Decorating Plan:**

(Includes Written Instructions to persons responsible, Layout locations and pictures)

Decorations Lead Person & Contact Information:

(Responsible for all Planning, Layout, set up, Maintenance & Cleanup)

Decorating Items

(Source, Person responsible to Lead Person)