

Portola Event Planning

Wedding & Reception Overview

Bride _____ Phone # _____ Email _____
Groom _____ Phone # _____ Email _____
Primary Contact _____ Preferred mode of contact _____
Officiant _____ Phone # _____ Email _____
Date _____ Firm or flexible? _____ Time _____
Wedding & Reception _____ Wedding only _____ Reception Only _____ Guests _____
Overall theme? _____ Mood ? _____
Colors/Decor? _____
It is important we have _____
How did you hear about Portola Inn? _____
Number in wedding party? Bride's _____ Groom's _____ Other _____
Important Family Members? _____

Vendors:

Caterer _____ Bar Service _____
Officiant _____ Photographer _____
Music/DJ _____ Hair/Make-Up _____
Florist _____ Cake/Dessert _____
Other _____

Do you have guests with special needs? Explain. _____
Will there be children in attendance? _____

Site visit:

Main House _____ Terrace and parking _____ Oak Tree Garden _____ Guest House _____
Carriage House _____ Master Suite _____ Hall Room _____

Interested in using:

Table Cloths _____ Napkins _____ Chairs _____ Round Tables _____ Buffet Tables _____ Shepherd's Hooks _____
Other _____



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Wedding & Reception Vendor Checklist

1. Caterer: _____ Phone #: _____
Set up time: _____ Email: _____
**License # _____
2. Videographer: _____ Phone #: _____
Arrival time: _____ Email: _____
3. Photographer: _____ Phone #: _____
Arrival time: _____ Email: _____
4. DJ: _____ Phone #: _____
Set up time: _____ Email: _____
5. Music: _____ Phone #: _____
Set up time: _____ Email: _____
6. Cake: _____ Phone #: _____
Delivery time: _____ Email: _____
7. Florist: _____ Phone #: _____
Delivery time: _____ Email: _____
8. Decorations: _____ Phone #: _____
Delivery time: _____ Email: _____
Set up time: _____
9. Decorations clean up crew: _____ Phone #: _____

Email: _____
Email: _____
Email: _____
Email: _____
10. Other vendors:
Who: _____ Phone #: _____
What: _____ Email: _____

Who: _____ Phone #: _____
What: _____ Email: _____

Wedding & Reception Planning Timeline

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

Recommended At Least Six Months Before The Event

Three Months Before The Event

One Month Before The Event

Required One to Two Weeks Before The Event

After 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

Arrange to meet with all vendors to see the site. Meet with site coordinators to finalize Overview, Important Questions and Wedding Party List. Complete planning on needs and expectations at the site.

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.**

Final walk-through. Vendors welcome. Final guest list. Final parking plan. Final plan for deliveries, set up, clean up.

Return security deposit Write a review

Initial _____ Date _____

Initial _____ Date _____

Initial _____ Date _____

Initial _____ Date _____

Initial _____ Date _____

Initial _____ Date _____

Process time: 1-2 hours

Process time: 1 hour

Process time: 1-2 hours

Payment Timeline:

Date: _____ Amount: \$ _____ CK# _____

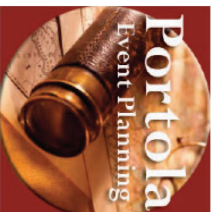
Date: _____ Amount: \$ _____ CK# _____

Date: _____ Amount: \$ _____ CK# _____

Date: _____ Amount: \$ _____ CK# _____

Date _____

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



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6650 Portola Road - P.O. Box 808
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www.portolaeventplanning.com

Accessories List - Available for Use at Portola Inn

Please indicate how many of each item you will need.

Event Name: _____

Event Date: _____

<u>Item</u>	<u>Available</u>	<u>Quantity</u>
<input type="checkbox"/> Tables		
<input type="checkbox"/> 48" Rounds (seats 6)	35	_____
<input type="checkbox"/> 6-foot banquet (seats6-8)	8	_____
<input type="checkbox"/> Squares (seats 4).....	8	_____
<input type="checkbox"/> Specialty tables.....	INQUIRE	_____
<input type="checkbox"/> Chairs		
<input type="checkbox"/> Folding white	200	_____
<input type="checkbox"/> Vintage ice cream parlor	30	_____
<input type="checkbox"/> Vintage wood	20	_____
<input type="checkbox"/> Tablecloths/Napkin		
<input type="checkbox"/> Black.....	for up to 200 guests	_____
<input type="checkbox"/> Kelly Green	for up to 100 guests	_____
<input type="checkbox"/> Sage Green	for up to 150 guests	_____
<input type="checkbox"/> Red	for up to150 guests	_____
<input type="checkbox"/> White linen	for up to 200 guests	_____
<input type="checkbox"/> Christmas.....	for up to 72 guests	_____
<input type="checkbox"/> White linen napkins.....	225	_____
<input type="checkbox"/> Placsetting Pieces		
<input type="checkbox"/> Silverware	192	_____
<input type="checkbox"/> Glass dinner plates	240	_____
<input type="checkbox"/> Glass dessert plates	240	_____
<input type="checkbox"/> Glass soup/salad bowls	100	_____
<input type="checkbox"/> 10 oz glass water goblets, clear	200	_____
<input type="checkbox"/> 8 oz glass Irish coffee mugs	200	_____
<input type="checkbox"/> Glass Champagne flutes.....	200	_____
<input type="checkbox"/> Glass candlewick trays/coffee cups	150	_____
<input type="checkbox"/> Serving items		
<input type="checkbox"/> Faberware 38-cup coffee urns	2	_____
<input type="checkbox"/> Faberware 55-cup coffee urns	1	_____
<input type="checkbox"/> Glass punch bowls	4	_____
<input type="checkbox"/> Chafing dishes, round copper.....	2	_____
<input type="checkbox"/> Chafing dishes, round stainless steel	1	_____
<input type="checkbox"/> Crock pots, 6.5 quarts	3	_____
<input type="checkbox"/> Spiral iron wine rack (16 bottles)	1	_____
<input type="checkbox"/> Wrought iron wine/drink cart	1	_____
<input type="checkbox"/> Copper holder for chilled wine	3	_____
<input type="checkbox"/> Reproduction vintage popcorn popper	1	_____
<input type="checkbox"/> Beverage Dispensers (3-gallon).....	4	_____
<input type="checkbox"/> Small wineglasses-assorted logoss	200	_____

<u>Item</u>	<u>Available</u>	<u>Quantity</u>
<input type="checkbox"/> Decorations		
<input type="checkbox"/> Periwinkle runners	18 squares, 3 runners	_____
<input type="checkbox"/> Silver bows.....	24	_____
<input type="checkbox"/> White aisle bouquets	12	_____
<input type="checkbox"/> Gold bows	12	_____
<input type="checkbox"/> White toul.....	INQUIRE	_____
<input type="checkbox"/> Ivy aisle runner	INQUIRE	_____
<input type="checkbox"/> Silver tussy musses	10	_____
<input type="checkbox"/> Red & white silkflower bouquets.....	15	_____
<input type="checkbox"/> Votive candle holders	100	_____
<input type="checkbox"/> Various glass glass candle holders	INQUIRE	_____
<input type="checkbox"/> Various glass vases	INQUIRE	_____
<input type="checkbox"/> Silver compotes.....	15	_____
<input type="checkbox"/> Various tablecloths (pastel polka dots, red/white check, ivory, burgundy, black)	INQUIRE	_____
<input type="checkbox"/> Various wicker baskets	INQUIRE	_____

When considering centerpieces, keep the size of the tables in mind.



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Quick Overview

What does Portola Inn provide for my Wedding & Reception?

1. Five planning/consultation meetings
2. Vendor coordination
3. One hour rehearsal
4. Three hours set up
5. Five to six hours for your event
6. All chairs and tables, set up and take down for up to 200 people
7. Table linens
8. Use of any items on the accessories list
9. Wedding coordinator for your rehearsal, wedding and reception
10. Parking for up to 50 cars and parking attendants
11. Greeters and assistants at the site to ensure a smooth event
12. Three portable restrooms for use by your guests
13. Waiting area for the groom and groomsmen
14. For your caterer: site for a BBQ, indoor area to prep food, access to kitchen
15. Two hour session for engagement photos

Are there other costs I should be aware of?

1. One to two nights rental for the Guest House or Portola Inn Suite (which will also be used as a Bride's Changing area)
2. Small charge for dishwashing if your caterer uses our dishes
3. Event insurance
4. \$500 Refundable Security Deposit

