

Wedding and Reception for

_____ & _____

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

Timeline:

Friday

- 4:00 pm Overnight guests arrive at Portola Inn to check in
Master Suite Guests: _____
Guest House Guests: _____
B&B Hall Rm Guests: _____
Drop off decorating items
- 4:30 pm Rehearsal –
PLEASE LIMIT TO WEDDING PARTY & IMMEDIATE FAMILY ONLY
- 6:00 pm Rehearsal dinner at _____
- 10:00 pm or before Overnight guests return to Portola Inn
- 12:00 pm lights out and all quiet at Portola Inn – Get a good night’s sleep!

Saturday

- 9:00 am Breakfast in the dining room for overnight guests
Any food restrictions: _____
- 10:00 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
- _____ 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	Cocktail hour begins on the 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	Bouquet & Garter Toss from _____
9:00 pm	Bar closes
9:45 pm	Last song, followed by good byes from bride and groom
10:00 pm	Guests leave
10:00-11:00	Clean-up by Portola In, vendors and assigned persons of wedding party
11:00 pm	All non-overnight guests off property
12:00 pm	Lights out - all quiet at Portola Inn
Sunday	
9:00 am	Breakfast in the dining room.
	Menu: _____
	Guests: _____
	Final pick up of items
12:00 noon	check out

Wedding and Reception for

_____ & _____

Date: ____ / ____ / ____ & Time: _____ of Ceremony

Officiant - _____

Ceremony Order:

Processional:

Officiant, groom, best man and groomsmen enter from Guest House

Family seated:

Groom's Grandparents

Bride's Grandparents

Groom's Parents

Bride's Mother

Bridesmaids:

Maid of Honor

Bride escorted by

Ceremony

Welcome

Giving away of the bride

Vows

Rings

First Kiss

Presentation of the couple

Recessional:

Reverse order (all wedding party & immediate family up the Bridal Path to get ready for photos)

Officiant announcements:

Cocktail Hour will begin on the 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 _____

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 by Tom O'Malley or designee. (805) 440-7557.

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

Restrooms & Changing areas for Guests:

2 flushable porti-potties located behind Carriage House.

1 ADA accessible porti-potty near ADA parking area.

Use of B&B hallway bathroom if pre-approved by Wedding Host _____ initialed.

Use of Guest House bathroom if pre-approved by Wedding Host _____ initialed.

Use of Master Suite bathroom if pre-approved by Wedding Host _____ initialed.

Overnight Guest accommodations:

Master Suite for 2 nights

Guest House for 2 nights

B&B Hall Rm for 2 nights

Breakfast for overnight guests on Saturday and Sunday at 9 am

Ceremony area on Oak Tree Garden Lawn:

Site set with ____ chairs in ____ rows with ____ on each side, with ____ Shepherd's hooks.

Appetizer area on Carriage House front terrace:

1 Appetizer table

1 Bar Table with black tablecloth

4 Guest Tables

1 Entry table for Guest Book

Fire pit available as needed

Carriage for gifts

Vendor Area ready for _____

Vendor Area ready for _____

Water station with 2 dispensers and disposable cups

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 _____

Guest seating for approximately _____ guests with six per 48' round tables (____ tables).

Place settings for approximately _____ guests with plate, knife, spoon, fork, water goblet.

Gazebo for wedding cake

Tablecloths for all tables & Napkins for all guests

2 serving tables with black tablecloths

Drink Station (non-alcoholic)

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 rounds for guest seating with 12 chairs. Additional seating around perimeter.

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

Vendor Checklist:

Caterer to provide: _____ Cell Phone #: _____

All food for cocktail hour and dinner

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 (At no time is alcohol to be left unattended.)

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

Bakery to provide: _____ Cell Phone #: _____

Delivery and set up of cake

Florist to provide: _____ Cell Phone #: _____

Aisle decor

Bridal and bridesmaids bouquets

Boutonnieres. # _____

Corsages. # _____

Centerpieces for tables. # _____

Head table DECOR

Flowers for the cake

Delivery and set up

Photographer to provide: _____ Cell Phone #: _____

All photography of preparation, ceremony and reception.

Coordinate with Event and Site coordinators.

DJ to provide: _____ Cell Phone #: _____

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 to provide: _____ Cell Phone #: _____

Attendance at Rehearsal

Performance of Ceremony

Signing of Marriage License

Bride & Groom to provide:

Bride's Cell Phone #: _____

Groom's Cell Phone #: _____

Marriage License

Insurance - Wed Safe or _____

Guest Book

Favors

Decorating Items

Disposables for cake

Written instructions and layout plan for decorating items.

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.