

Wedding and Reception SAMPLE Timeline

4:00 pm Ceremony to 10:00 pm End time

Friday

- 4:00 pm Drop off items, Check in overnight guests
- 4:30 pm Rehearsal
- 6:00 pm Leave for Rehearsal Dinner (offsite)
- 10:00 pm Overnight guests return to Portola Inn

Saturday

- 9:00 am Breakfast served in the dining room and Guest House for overnight guests
- 10:00 am Begin hair and make-up
- 12:00 noon Floral deliveries
- 1:30 pm Photographer arrives to begin pre-wedding photos of bridal party
- 2:30 pm Groomsmen ready for photos
DJ arrives
- 3:00 pm Caterer/bartender arrives
Cake/dessert arrives
- 3:30 pm Family members arrive
- 4:00 pm Guests arrive
- 4:15 pm Ceremony
- 4:45 pm Cocktail Hour while photos are taken of family and wedding party
- 5:45 pm Call to dinner and Grand Entrance past Gazebo
- 6:00 pm Dinner
- 6:45 pm Toasts, speeches
- 7:00 pm Cutting of the Cake
- 7:30 pm Move to Terrace area for Bouquet Toss
- 7:45 pm Carriage House; Special Dances, Dancing Continues
- 9:00 pm Bar Closes
- 9:45 pm Good-byes
- 10:00-11:00 pm Final Clean up by family and wedding party

Sunday

- 9:00 am Breakfast for overnight guests in the Dining Room
Final pick up of items
- 12:00 noon Check-Out