

PORTOLA INN
Wedding & Reception
Sample Timeline - 5 Hours
(updated 08-01-2022)

Friday (or night before wedding)

3:00 pm Drop offs of event items and check in of any overnight guests.
4:00- 5:30 pm Rehearsal

Saturday (or day of wedding)

Breakfast Plans: (We currently cannot offer Breakfast made on site.
We can arrange for pick-up and delivery or make recommendations.)

10:00 am Wedding party arrives to Master Suite and/or Guest House
Hair and Make-up vendors arrive

12:00 pm Vendor arrival begins

1:30 pm Photos begin

2:00 pm Remainder of wedding party arrives to Guest House and/or Master Suite

3:00 pm Immediate family members arrive

3:45 pm Guest arrival begins

4:00 pm Ceremony begins

4:30 pm Cocktail Hour
Photos of wedding party and family

5:30 pm Dinner

6:30 pm Toasts

7:00 pm Cake cutting/desserts

7:30 pm Special Dances, Dancing continues

8:30 pm Bar Closes

8:45 pm Goodbyes (garter toss? Bouquet toss?)

9:00 pm Guests Leave

9:00-10:00 pm Clean up

Sunday (or day after wedding)

9:00 am – 11:00 pm Guest check-out and final pick up of items