In order to provide the best service possible, a timeline of your event is required. If you are working with a planner, you may also submit a more detailed version of your timeline for our records.

<table>
<thead>
<tr>
<th>HOUR</th>
<th>TIME</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Required 1-hour clean up</td>
</tr>
</tbody>
</table>

**Timeline Activity Requirements**

<table>
<thead>
<tr>
<th>Business</th>
<th>Social</th>
<th>Weddings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up</td>
<td>Set up / Decorating</td>
<td>Set up / Decorating</td>
</tr>
<tr>
<td>Catering arrives (if applicable)</td>
<td>Vendors arrive (if applicable)</td>
<td>Vendors arrive</td>
</tr>
<tr>
<td>Meeting Starts</td>
<td>Event Starts</td>
<td>Guests arrive</td>
</tr>
<tr>
<td>Meeting Ends</td>
<td>Event Ends</td>
<td>Ceremony</td>
</tr>
<tr>
<td>Clean Up</td>
<td>Clean Up</td>
<td>Cocktails</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reception</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guests depart</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clean Up</td>
</tr>
</tbody>
</table>

**Additional Notes:**