

Rockwood Manor Event Timeline Worksheet

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.

Activity Timeline Requirement

Business

Set up
 Catering arrives (if applicable)
 Meeting Starts
 Meeting Ends
 Clean Up

Social

Set up / Decorating
 Vendors arrive (if applicable)
 Event Starts
 Event Ends
 Clean Up

Wedding

Set up / Decorating
 Vendors arrive
 Guests arrive
 Ceremony
 Cocktails
 Reception
 Guests depart
 Clean Up

HOUR	TIME	ACTIVITY
1		
2		
3		
4		
5		
6		
7		
8		Required 1-hour clean up

Additional Notes: