Average Event Time Frame

We suggest the following time frame for an event attended by 100 guests (times can be increased or decreased depending on guest list). Please note that guests generally arrive 15-20 minutes before the stated invitation time.

- Preparation Time   1 to 1-½ hours prior to event time
- Ceremony   20 to 30 minutes
- Setup for Reception   30 minutes (Cocktail hour/appetizers)
- Main Food Course/Drinks   60 to 90 minutes
- Toasting/Cake Cutting/Dessert   30 to 45 minutes
- Dancing/Socializing   30 to 90 minutes
- Cleanup   60 minutes (last paid hour)

Note: Bar closes 1-½ hours before departure time

Important Items to Finalize with Boettcher Mansion Special Event Coordinator

- Vendor Names & Phone Numbers
- Liquor Delivery
- Rental Items
- Storage needs
- Deliveries/Pickup
- Event Time Frame
- Security Deposit Refund Information (i.e., signature, address, etc.)
- Alcohol Permit Signature
- Name of Client Representative
- Cleanup Duties
- Ceremony Location
- Aisle Location
- Guest Book
- Decorations/Candles
- Gift Table Location
- Photographer/Videographer/Photo Booth
- Music
- Reception Plans
  - Guest tables
  - Head Table/Sweetheart Table
  - Guest tables
  - Bar/refreshment table(s)
  - Buffet/food serving table(s)
  - Cake table
  - Music/dancing
  - Transportation method(s)
- Alternate/Inclement Weather Plan

Rev: 3/24/14