

# 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: