



### 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 to 1-½ hours before departure time

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### Important Items to Finalize with Boettcher Mansion Event Manager

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