

Example Timeline – Wedding

Activity	Time	Location	Notes
On-site Contact arrives at venue	2:00 PM	Pickering Barn	Facility access begins, on-site contact signs in with Pickering Barn staff
Wedding Party arrives at venue to get ready	2:00 PM	Pickering Barn – Dressing rooms	
Catering Vendor arrives	2:15 PM	Pickering Barn - Creamery	
Photographer arrives	2:15 PM	Pickering Barn	
Bar staff, event staff, & DJ arrive	2:15 PM	Pickering Barn - Creamery	
Catering & event staff begin set up of equipment	2:30 PM	Pickering Barn – Dairy Barn	
Bouquets are delivered	3:00 PM	Pickering Barn – Dressing Rooms	
Parents and close family arrive	3:00 PM	Pickering Barn	
First look photos	3:15 PM	Grounds outside barn	
Family photos	3:45 PM	Grounds outside barn	
Guests begin to arrive	4:15 PM	Pickering Barn - Lobby	Set up complete in Hay Barn; final touches complete in Dairy Barn by 4:45 PM
Ceremony starts	4:30 PM	Pickering Barn – Hay Barn	
Cocktail hour begins	5:00 PM	Gazebo/Courtyard	
Guests seated at table	6:05 PM	Pickering Barn – Dairy Barn	
Dinner begins	6:15 PM	Dairy Barn	1. Dave, Peyton’s Father; 2. Alyssa, best friend of Riley; 3. Mark, college roommate of Peyton
Speeches/toasts	6:50 PM	Dairy Barn	
Dance floor open	7:15 PM	Dairy Barn	
Party time!	7:15-9:30 PM	Dairy Barn	
Bar closes	9:15 PM	Dairy Barn	
Clean up begins	9:30 PM	Pickering Barn – Creamery, Hay Barn, Dairy Barn, Dressing Rooms	1. Guests are welcome to take home centerpieces; 2. Riley’s parents will take home leftover food & leftover alcohol.
Facility access ends	11:00 PM		On-site contact signs out with Pickering Barn staff

Important Addresses

Pickering Barn: 1730 10th AVE NW Issaquah, WA 98027

Important People

Parent(s) of Riley: Madison & Harper Smith

Parent(s) of Peyton: Dave & Robin Williams-Sonoma

Wedding party: Lenny (R), Max (R), Alyssa (R), Mark (P), Avril (P), Nick (P)

Toasters: Dave, Alyssa, Mark

On-Site Contact: Dani Morrison, Day of Coordinator - Impress You Events



Example Timeline – Nonprofit Fundraising Event

Activity	Time	Location	Notes
On-site Contact arrives at venue	9:00 AM	Pickering Barn	Facility access begins, on-site contact signs in with Pickering Barn staff
Event set-up begins, Registration/check-in	9:00 AM	Pickering Barn- Lobby area	
Event set up – lunch auction tables, chairs	10:00 AM	Pickering Barn – Dairy Barn	
Event Set up – silent auction tables	11:00 AM	Pickering Barn – Hay Barn	
Guests arrive Silent, bidding begins	11:30 AM	Pickering Barn – Hay Barn	
Silent bidding ends	12:30 PM	Pickering Barn – Hay Barn	
Event Starts	12:30 PM	Pickering Barn – Dairy Barn	
Lunch service begins	1:00 PM	Pickering Barn – Dairy Barn	Catering service delivers plated food
Silent auction winners announced	2:00 PM	Pickering Barn – Dairy Barn	
Lunch service ends	2:30 PM	Pickering Barn – Dairy Barn	Catering cleans/takes food away
Dessert, coffee time	2:30 PM	Pickering Barn – Dairy Barn	Catering set ups assorted dessert & coffee table (self-service)
Guests pick up auction items before leaving	3:00 PM	Pickering Barn – Hay Barn	
Event ends, clean up begins	3:30 PM	Pickering Barn	
Facility access ends	5:00 PM	Pickering Barn	Facility access ends, on-site contact signs out with Pickering Barn staff

Other vendors may be included:

Bar/Alcohol service

DJ service

Emcee – for auction

Important:

Onsite contact person

Example Timeline – Multiple Day Event

Activity Day	Start Time	End Time	Location	Notes
Monday September 12 On-site Contact arrives at venue & event set up begins	9:00 AM	5:00 PM	Pickering Barn	Facility access begins, on-site contact signs in with Pickering Barn staff
Tuesday September 13 Event / Meetings in progress	9:00 AM	5:00 PM	Pickering Barn	12p-1 Lunch Break (offsite)
Wednesday September 14 Event / Meetings in progress	9:00 AM	5:00 PM	Pickering Barn	12p-1 Lunch Break (offsite)
Thursday September 15 Event / Meetings in progress	9:00 AM	5:00 PM	Pickering Barn	12p-1 Lunch Break (offsite)
Friday September 16 Event break down/clean up	7:00 AM	4:00 PM	Pickering Barn	Clean up begins, Facility access ends, on-site contact signs out with Pickering Barn staff

Important Addresses:

Pickering Barn: 1730 10th AVE NW Issaquah, WA 98027

Important Contacts:

Dennis - On-Site Contact - Company - Finnish Furniture 206-123-4567

Denise - Driver & Load in/Load out Coordinator 425-333-4565