

# STILLWELL HOUSE

HISTORICAL COURTYARD GARDEN, PREMIER EVENTS

Venue; 134 South 5th Avenue, Tucson AZ 85701  
Mailing; P.O. Box 1203, Tucson, AZ 85702

## Sample On-Site Ceremony & Reception Timeline

*Couples please see below sample timeline to be used for when getting married on site at Stillwell House.*

*This sample timeline is based on a 2 hr courtesy pretime, 6 hrs of event time with a onsite ceremony on-site at Stillwell House.*

### **REHEARSAL/NON PERISHABLE PRODUCT DROP OFF: 1-2 days prior**

*Rehearsal and non perishable product to include alcohols, favors, guest book etc to be dropped off at a TBD day and time within 1 to 2 days prior to wedding. The rehearsal will be scheduled and confirmed one month prior to wedding date. If using the Stillwell Ceremony Coordinator, they will attend rehearsal to assist. If bringing in your own planner, please ask them to attend.*

### **WEDDING TIMELINE:**

*This timeline sample is based on a 6 hr event time with a sample 5:00pm invitation start time...*

*2:00pm - Vendors Arrive for Preset*

*3:00pm - Couple and Bridal Party Arrives for Pre Dressing and Photos*

*4:45 - Guests arrive and sign guest book, drop off gift or card in provided space/hutch, sit down for ceremony*

*5:00pm - Invitation Start Time*

*5:10pm - Ceremony Begins in the Historical Courtyard Garden or Stillwell House - (exact ceremony time, process, and execution to be discussed with your Officiant / DJ)*

*5:45pm - Ceremony Concludes - couple is taken by photographer for post ceremony photos on or around close proximity to venue. Guests invited into either Stillwell House by your MC for cocktail hour where they will enjoy beverages including alcohol that you have selected while the Stillwell staff transitions "flips" the Historical Courtyard Garden into your dining space*

**- OR -**

*Guests invited into the 1901 Bar Room for cocktail hour where they will enjoy beverages including alcohol that your provide and appetizer course(s) you have selected while staff prepares Stillwell House for dinner*

*6:45pm - DJ or MC invites guest into dining space of your choice: Historical Courtyard Garden or Stillwell House*

*7:00pm - Couple can be formally introduced into space*

*7:00pm - Wine service at dinner by Stillwell House staffed if wine is provided by couple - couple served first, plated salad served if ordered, plated dinner served. Couple can take additional photos and/or DJ can invite guests to view traditional dances*

*8:15pm - Guests can proceed to 1901 Bar Room to refill beverage of choice for duration of event*

*8:30pm - Toasts / Stillwell House can preset champagne glass at place setting if couple chooses to do formal toast and provides champagne. Guests can also toast with their beverage of choice*

*8:45pm - Party Begins (optional garter toss, bouquet toss - TBD by couple and DJ)*

*9:15pm - Cake Cutting and/or dessert display*

*9:30pm - Dancing (drinks and optional late night snacks add on TBD)*

*10:45pm - Last Call*

*11:00pm - At conclusion of event all items including alcohol, décor, cake, any outside rentals must be removed, and all outside rentals to be picked up unless otherwise arranged*

*\*Next day pickup may be available for an additional charge of \$50.00*

*\*TBD = To be determined*

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