



Royal Roads
UNIVERSITY

HATLEY PARK
National Historic Site

CLASSIC HATLEY CASTLE WEDDING PACKAGE Saturday or Sunday Timeline 4:00 pm - Midnight	
2:00 PM	Royal Roads University venue set up complete
2:00 PM	Truffles Catering on site
2:00 PM	Décor suppliers on site
4:00 PM	Bride and bridesmaid on site
4:05 PM	Royal Roads University on-site representative and wedding planner or lead to review event plan
4:15 PM	Emcee and Royal Roads University Technician to test slideshow/video and sound system (if applicable)
4:30 PM	Guests arrive and proceed to ceremony location
4:45 PM	Sound volunteer to meet Royal Roads University on-site representative in ceremony location to review ceremony sound system
5:00 PM	Wedding ceremony
5:20 PM	Pre-dinner cocktail reception commences on Hatley Castle Terrace (rain location: 1st floor Hatley Castle)
5:20 PM	Wedding photos
6:50 PM	Emcee to introduce the wedding party in Drawing Room
6:55 PM	Option #1: Cake cutting ceremony (if wedding cake is being served for dessert course)
7:00 PM	Dinner service commences
7-9:00 PM	Speeches and toasts as per customized itinerary led by Emcee
8:30 PM	Option #2: Cake cutting ceremony (if wedding cake is displayed for guests to self serve)
9:00 PM	Dance commences (ask us about the dance floor rental policy)
11:30 PM	Last Call
12:00 AM	Bar closes and music ends
12:00 AM	Supplier and Brides Room strike
12:30 AM	Guests depart