



**Royal Roads**  
UNIVERSITY

CLASSIC HATLEY CASTLE WEDDING PACKAGE

Saturday or Sunday Timeline

4:00 pm - Midnight

7:00 AM	Tent supplier arrives for set up
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	Wedding party arrives on site
4:10PM	RRU on-site representative, wedding planner & emcee to review event plan and test sound system
4:30 PM	Guests arrive and proceed to ceremony location
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)
9:30 PM	Late Night Food (optional)
11:30 PM	Last Call
12:00 AM	Guests depart and suppliers strike
1:00 AM	Property vacated by all suppliers
10:00 AM	Following Day, Tenting must be removed by 10am.