



WELLERS EVENT PLANNING PACKAGE

555 West Michigan Avenue
Saine, Michigan 48176

Website: wellersweddings.com

PLANNING A WEDDING AT WELLERS

TWO PLANNING MEETINGS with Wellers

90-Day Planning Meeting

We will send you an email with possible dates and times for this meeting:

1. Please complete the 90-day Planning Worksheet our event planner.
2. At the end of this meeting we give you a printout with everything you wanted/ordered.
3. You will be given your first Invoice at the close of the meeting.
4. Pay one-half of this invoice with a personal check, cashier's checks or cash.

Final Meeting

The final meeting is scheduled at the close of your 90-day meeting:

1. It is 10-14 days prior to your wedding.
2. We will review your entire event with you.
3. You will need to submit your final seating diagram.
4. Pay final invoice: personal check.
5. Pay bartenders: personal check(s).

YOU NEED TWO CONTACT PEOPLE

MAIN CONTACT PERSON

Your Main Contact Person _____ Cell # _____

Seated at Table # _____ Give them: Vendor Contact List _____ Final Worksheet _____

1. Give them a copy of your 90-day Final Worksheet and a copy of your Vendor Contact List
2. Pick someone not in wedding party; typically not moms or dads.
3. The most common person is an Aunt.
4. The main contact person: this is the person we would go to if something comes up.

BAR CONTACT PERSON:

Bar Contact Person _____ Cell _____

Seated at Table # _____ Cell Phone # _____

1. Typically the father of either bride or groom.
2. The Bar Contact person should introduce themselves to the bartenders.
3. The bartenders will let them know if you are running out of anything, give them tip at end of night if no tip jar etc.
4. If there is a problem with anyone at the bar they will let the Bar Contact know.

BASIC TIMELINES FOR EACH ROOM

CARRIAGE HOUSE BASIC

5 PM TIMELINE

- _____ 1:00 PM Bridal Party at Hospitality House
- _____ 3:00 PM Photographer arrives at Hospitality House
- _____ 3:30 PM First Look with Father OR Groom
- _____ 4:00 PM Groom & Groomsmen arrive at ceremony
- _____ 4:30 PM Guests arrive and seated for ceremony
- _____ 4:45 PM Bride Arrives for Ceremony
- _____ 5:00 PM Ceremony 4 pm to 4:30 pm
- _____ 5:30 PM Cocktail Hour: Bar Opens & Hors' d'oeuvres
- _____ 6:00 PM Seat Guests for dinner;
- _____ 6:30 PM Grand Entrance B&G and wedding party
- _____ 6:45 PM Toast/Speeches & Blessing allow 5 min ea
- _____ 7:00 PM Dinner Service
- _____ 20-30 minutes B&G Walk around tables
- _____ 8:15 PM Cake Cutting – Photos
- _____ 8:30 PM Golden Hour Photos Bride and Groom
- _____ 8:45 PM B&G First Dance & Special Dances
- _____ 8:45 PM Dance Floor Opens
- _____ 10:00 PM Snacks
- _____ 11:00 PM Last Call & Final
- _____ 11:30 PM Bar Closes: music stops, lights up!!
- _____ 11:30 PM Remove decorations
- _____ 11:15 PM Property Closed

Cars may be left and picked 7 am and 11 am next day

RAISIN RIVER BASIC

4 PM TIMELINE

- _____ 12:00 PM Bridal Party at Hospitality House
- _____ 2:00 PM Photographer arrives at Hospitality House
- _____ 2:30 PM First Look with Father OR Groom
- _____ 3:00 PM Groom & Groomsmen arrive at ceremony
- _____ 3:30 PM Guests arrive and seated for ceremony
- _____ 3:45 PM Bride Arrives for Ceremony
- _____ 5:00 PM Ceremony 4 pm to 4:30 pm
- _____ 4:30 PM Cocktail Hour: Bar Opens & Hors'
- _____ 5:00 PM Seat Guests for dinner;
- _____ 5:30 PM Grand Entrance B&G and wedding party
- _____ 5:45 PM Speeches & Blessing allow 5 min ea
- _____ 6:00 PM Dinner Service
- _____ 6:30 PM 20-30 minutes B&G Walk around tables
- _____ 7:15 PM Cake Cutting – Photos
- _____ 7:30 PM Golden Hour Photos Bride and Groom
- _____ 7:45 PM B&G First Dance & Special Dances
- _____ 7:45 PM Dance Floor Opens
- _____ 9:00 PM Snacks
- _____ 10:00 PM Last Call & Final
- _____ 10:30 PM Bar Closes: music stops, lights up!!
- _____ 10:30 PM Remove decorations
- _____ 10:15 PM Property Closed

Cars may be left and picked 7 am and 11 am next day

90- DAY PLANNING WORKSHEET

Fill out and bring to your 90-day planning meeting. You will be required to pay 1/2 of your estimated invoice at this time.

TIME LINE

- Insert your start time in the blanks.*
- ____ Hospitality House Rental 4 hrs
 - ____ Add Hours at Hospitality House
 - ____ Pictures Bridal Party *at house*
 - ____ Pictures Groom & Groomsmen
 - ____ Opens for decorating 3hrs b4
 - ____ Ceremony at Wellers 30 min
 - ____ Ceremony Away from Wellers
 - ____ Bar Opens 6 hrs start to close
 - ____ Hors D'oeuvres *(same as bar time)*
 - ____ Seat guests for Dinner 20 min
 - ____ Rolls & Salad at Tables 20 min
 - ____ B&G Grand Entrance 10 min
 - ____ Toasts 3-10 min
 - ____ Buffet Dinner Starts 45 min- 1 hr
 - ____ Bride & Groom Walk About
 - ____ Cake Cutting Time
 - ____ Golden Hour Photos outdoors
 - ____ Bridal Dance 10 min
 - ____ Band/DJ Start Dance Party
 - ____ Snacks Served
 - ____ Bar Closing Time 6 hrs after open
 - ____ Remove decorations 45 min

CEREMONY INFORMATION

- ____ Ceremony at Wellers
- ____ Ceremony at other location
- ____ DJ supplying music & mics
- ____ DJ Table \$25
- ____ Reading Stand \$25
- ____ Urn Rental \$15ea

HORS D'OEUVRES

- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

MENU NAME _____

- # Gluten Free Meals _____
- Need name & table # at final meeting*
- # Vegan Meals _____ \$5 extra
- Need name & table # at final meeting*

ALCOHOL PURCHASE

- A&L Wine Castle: Maher: 734-665-9463**
- Bar Contact _____
 - Cell # _____
 - Event Insurance Certificate # _____
 - ____ # of Bartenders__
 - ____ Beer at Outdoor Bar
 - ____ Liquor Delivered on Thursday
 - ____ # Kegs____ *(Carriage House only)*
 - ____ # cs bottled beer ____*(RR room only)*
 - ____ Red wine at bar
 - ____ White wine at bar

TOAST TIME OPTIONS:

- ____ Guests Toast with regular drinks
- ____ Champagne at head table only
- ____ Champagne glasses (.50 each)
- ____ One bottle champagne at each table
- ____ How many people presenting a toast?
- ____ Allow 5 minutes per toast
- ____ Blessing 5 min

DESSERT OPTIONS (See Menu)

- ____ Wedding Cake
- ____ Bringing in Cupcakes
- ____ Outside vendor supplying desserts
(No Refrigeration at Wellers)
- ____ Wellers Cupcake display service
- ____ Wellers Mulled Cider & Donuts

Wedding Cake Cutting Options

- ____ Client cuts & brings in set ups \$0
- ____ Client cuts & rents china plate .75 pp
- ____ Wellers cuts & serves cake \$2.25 PP
(Includes china plates, forks)
- ____ Wellers displays your desserts
- ____ Wellers displays your cupcakes
- ____ Wellers displays your cookies

LATE NIGHT SNACKS

- No later than 10:00 pm
- ____ Time to serve
- ____ Pizza
- ____ Warm Bavarian Pretzels
- ____ Cider & Donuts (Fall only)

Notes

BANQUET ROOM SET UP

- ____ # Guests
- ____ # Seats @ Head table _____
- ____ # Highchairs ____ #Booster Seats
- ____ Bringing in table runners?
- ____ Napkin color _____
- ____ Outside linens? Time ____

Table Decorations & Easels

- ____ Bringing in own candles/holders
- ____ Wellers Black farm lanterns \$5 ea
- ____ Wellers Floor Easel \$25
- ____ Wellers Table Easel \$5
- ____ Living Garland
- ____ Centerpieces

Placecard table, gift table, table numbers and envelope mailbox are provided

DANCE PAVILION/GAZEBO

- ____ # Round tables w/6 chairs \$25ea
- ____ # High-top bar tables \$20ea
- ____ Skirted DJ table \$25
- ____ Other skirted tables \$25 each
- ____ Renting Dance Floor

YOUR VENDORS

- Your main contact person: _____
- Cell: _____
- Is your main contact a paid wedding planner? Yes No Cell: _____
- Person setting up: _____
- Officiant: _____
- Point person for ceremony & rehearsal? _____
- Cell: _____
- Florist: _____
- Cell: _____
- Photographer: _____
- Cell: _____
- Ceremony Music - DJ/Band: _____
- Baker: _____
- Cell: _____
- Hotel: _____
- Transportation: _____
- Who takes gifts? _____
- Who takes envelopes? _____

VENDOR CONTACTS & BUDGET

VENUE

Company Wellers Inc.
Contact: Wendy Weller
Phone 734-904-4760
Email wellers2@aol.com

ALCOHOL PURCHASE

Company A&L Wine Castle
Contact: Maher
Address 2424 West Stadium A2
Phone 734-665-9463

HOSPITALITY HOUSE

Name Wellers Hospitality House
Contact 734-904-4760
Address 113 W. McKay St., Saline, MI
Email wellers2@aol.com

CLIENT

Name _____
Contact _____
Email _____
Cell Phone _____

MAIN CONTACT PERSON

Name _____
Contact _____
Email _____
Cell Phone _____

BAR CONTACT PERSON

Name _____
Contact _____
Email _____
Cell Phone _____

CEREMONY LOCATION

Company _____
Contact _____
Address _____
Cell Phone _____

CEREMONY MUSIC

Company _____
Contact _____
Address _____
Cell Phone _____

HOTEL

Name _____
Contact _____
Email _____
Cell Phone _____

FLORIST

Company _____
Contact _____
Address _____
Cell Phone _____

DRESSES

Company _____
Contact _____
Address _____
Cell Phone _____

HAIR

Name _____
Contact _____
Email _____
Cell Phone _____

PHOTOGRAPHER

Company _____
Contact _____
Address _____
Cell Phone _____

TUXEDOS

Company _____
Contact _____
Address _____
Cell Phone _____

MAKE UP

Name _____
Contact _____
Email _____
Cell Phone _____

VIDEOGRAPHER

Company _____
Contact _____
Address _____
Cell Phone _____

DJ or BAND

Company _____
Contact _____
Address _____
Cell Phone _____

BAKER

Name _____
Contact _____
Email _____
Cell Phone _____

OTHER:

Company _____
Contact _____
Address _____
Cell Phone _____

SET UP PERSON

Company _____
Contact _____
Address _____
Cell Phone _____

TRANSPORTATION

Name _____
Contact _____
Email _____
Cell Phone _____

OTHER:

Company _____
Contact _____
Address _____
Cell Phone _____

OTHER:

Company _____
Contact _____
Address _____
Cell Phone _____

OTHER:

Company _____
Contact _____
Address _____
Cell Phone _____

THURSDAY REHEARSAL WORKSHEET

THURSDAY REHEARSAL INFORMATION

- Wellers does not oversee Thursday rehearsals or actual Ceremonies. Use these worksheets to prepare
- Appoint a point person from your group to go over these worksheets with your wedding party at the rehearsal
- Make sure you hire an officinal who will be at your rehearsal.
- Carriage House uses West Ceremony grounds behind the Carriage House
- Raisin River Room uses East Ceremony Grounds on the east side of river bank
- Restrooms are open at the rear of the Carriage House for use during rehearsals.
- Banquet rooms are not open during rehearsals.

DAY OF WEDDING INFORMATION YOUR WEDDING PARTY & FAMILY

1. Where is bridal party getting ready the day of wedding: _____ Address: _____ Time _____
2. Where are groomsmen getting ready the day of wedding: _____ Address: _____ Time _____
3. Are you doing a First Look? Time: _____ Where _____
4. Photographer arriving _____ Who will be at the First Look? _____
5. Where are guests staying? _____ Address: _____ Time _____
6. Will you have a shuttle, Uber, or other transportation from that location on the Day of Wedding yes ____ no ____
7. Shuttle Pick Up Time from accommodation _____ Shuttle pick up times at end of party pick-up time _____
8. Who is bringing the wedding rings _____ Who is bringing marriage license _____

ARRIVAL TIMES THE DAY OF WEDDING

Arrival times at Wellers on the day of your wedding: Usually an hour prior to ceremony

- DJ / Music Arrival Time: _____
- Photographer Arrival Time: _____ First Look ? _____ Where? _____
- Officiant: Arrival Time: _____
- Groom & Groomsmen: Arrival Time: _____ At Hospitality House _____ PM or Other _____ PM
- Bride & Bridesmaids: Arrival Time: _____ At Hospitality House _____ PM or Other _____ PM
- Parents & family members: Arrival Time: _____
- Flower girl Ring Bearer: Arrival Time: _____

AFTER THE CEREMONY

- Wedding party should remain at ceremony area for pictures after ceremony.
- Where and when are you signing marriage license after ceremony? _____
- Bar opens 30 minutes after Ceremony start time

AFTER THE WEDDING

- Who will be helping with removing items from the room
- What kind of "send off"
- When does bar close? Raisin River Room 10:30 pm Carriage House 11:30 pm

CEREMONY GUIDELINES

TRADITIONAL WEDDING CEREMONY ORDER & TIMING

1. Processional (3-6 Minutes)

The typical order for a processional starts with

- Start with Officiant, the **GROOM** comes next accompanied by their parents or alone,
- the **Best Man & Maid of Honor**
- the Bridesmaids paired with the Groomsmen
- the Ring Bearer hands off the rings, and the flower girl tosses petals as she makes her way down the aisle.
- Lastly, the **BRIDE** is escorted by her father or family member to begin the ceremony.

2. Opening Remarks (2-3 Minutes)

Once everyone has made it down the aisle and settled into place, the officiant welcomes everyone and talks about the significance of the day. They may share a few personal words about you, your partner, and your love story. The officiant says a few words about marriage and love, setting the stage for the vows.

3. Readings and Special Performances (5-10 Minutes)

This is where you can include readings, poems, or musical performances. Invite friends and family to share their stories and wisdom to help you in starting your marriage with their sweet words. The officiant will announce each person to come up to the front to speak so everyone can see and hear them.

4. Exchange of Vows (5 Minutes)

The heartfelt promises! You and your partner exchange vows you’ve written for each other or repeat traditional vows after the officiant. If you’re writing your vows, they can be as unconventional and personal as you want them to be. Don’t forget to speak loudly and clearly for all to hear, and say, “I do!”

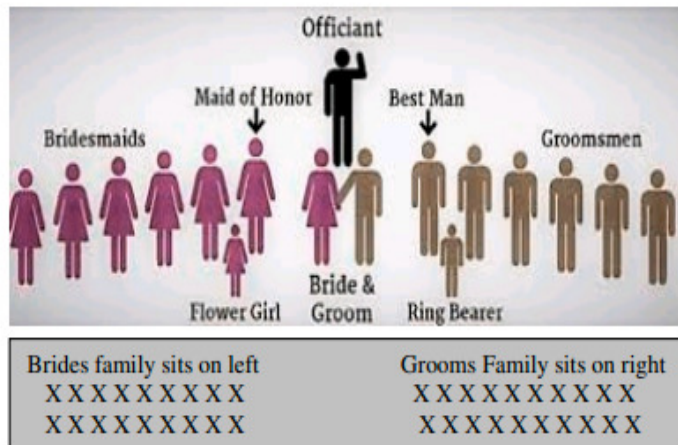
5. Exchange of Rings (3 Minutes)

The symbol of your commitment! You and your partner exchange rings, traditionally accompanied by the words, “With this ring, I thee wed.”

7. The Pronouncement (2-3 Minutes) “I now pronounce you man and wife” Hugs and Kisses..

8. Recessional (5-10 Minutes) The reverse of the processional. The newlyweds lead the way, followed by the wedding party, and finally, the guests

WHERE to STAND at the ALTAR



WEDDING CHECKLIST BY MONTH

SIX TO TWELVE MONTHS BEFORE

- Determine the guest list
- Select a wedding date and time.
- Make a preliminary budget..
- Book your ceremony and venue.
- Start compiling names and addresses of guests.
- Select bridal attendants and attire
- Have fiancé select his attendants and attire
- Research accommodations in the area and reserve a bank of rooms
- Using the Recommended Services List on Wellers website & the Vendor Contact List begin building your list of vendors.

FOUR MONTHS BEFORE

- Make appointment for Ninety-Day Planning Meeting with Wellers: 734-429-2115 or email: wellers2@aol.com
- Meet with officiant and write wedding vows together if doing non-traditional ceremony.
- Make final selection of your Vendors : Hotels, Transportation, DJs, Baker, Florist, Officiant, Photographer etc.

THREE MONTHS BEFORE

- 90-day planning meeting with Wellers. Complete the Worksheet in this package.
- Schedule Final Meeting with Wellers for one week prior to your wedding
- Address invitations and announcements. They should be mailed four to six weeks before wedding.

TWO MONTHS BEFORE

- Order invitations and personal stationary. (Don't send invitations until one month prior to wedding)
- Finalize all details with photographer, florist, menu, linens, etc.
- Order wedding cake. Make sure you also order cake boxes for guests to take home cake.
- Finalize ceremony details with officiate.
- Make rehearsal arrangements & plan rehearsal dinner.
- Make appointments with hairdresser

ONE MONTH BEFORE

- Send out list "B" invitations with RSVP for two weeks prior to wedding
- Get blood test and marriage license.
- Get necessary forms to change names on Social Security card, driver's license, insurance and medical plans, bank accounts
- Reconfirm the accommodations for out-of-town guests. Arrange to have possessions and gifts moved to your new home.
- Give a change-of-address card to the post office.
- Contact guests who have not responded.
- Give photographer the list of pictures you want.
- Meet with A&L to order your liquor.

ONE WEEK BEFORE

- Final Meeting for final review of wedding details, final guest count, final payment, bartender payments
- Rehearsal with all participants, reviewing their duties.

DAY BEFORE

- Thursday Rehearsal
- Attend rehearsal dinner party.

ON YOUR WEDDING DAY

- Arrive at Hospitality four hours prior to ceremony for hair and makeup. (or other staging area you have chosen, hotel, arbnb, etc..)
- Fix hair or have an appointment to have it done at least three to four hours before the ceremony.
- Have all accessories together.
- If pictures are being taken before the ceremony, then have yourself and attendants ready about two hours before the ceremony.

AFTER THE WEDDING

- Post pictures on social media
- Write and mail thank-you notes.
- Set up meeting with photographer to make selections

SEATING ASSIGNMENTS WORKSHEET

- **Carriage House Tables:** Head Table 18 Maximum; 13 Rectangle Tables 6-8 each; 8 Rounds in Sunroom: 4-8 each
- **Raisin River Room Tables:** Head Table 2; 15 Round Tables 4-6 each; 6 Square Tables 2-4 each = 116 Maximum
- Display your seating chart at the entrance.
- Number your tables according to table numbering on our Room Diagrams
- Indicate “B” for booster chairs and “H” for highchairs “C” for child 5 who will use a regular chair
- Indicate Gluten Free Guests on table # with GF with their name

Adults _____ + # Children five and under _____ + # Vendors _____ = _____ Total Guest Count

Wedding Party Table 1 Table 2 Table 3 Table 4

Table 5 Table 6 Table 7 Table 8 Table 9

Table 10 Table 11 Table 12 Table 13 Table 14

Table 15 Table 16 Table 17 Table 18 Table 19

Table 20 Table 21 Table 22 Table 23 Table 24

DECORATING GUIDELINES & DIMENSIONS

TIMES to DECORATE

- Friday events decorate on Thursday between 2 pm and 4 pm. Then go out to ceremony grounds for their rehearsal
- Saturday events Room opens at 11 AM the day of event for decorating. Vendors: 3 hrs prior to ceremony: Cake, DJ

CARRIAGE HOUSE

Gazebo Diagram Go to Recommended Services Party Rental Supplies to find dance floor rentals

Measurements of following:

- Carriage House Gazebo : 30 ft X 60 ft
- Carriage House Pergola: 30 ft W X 15 ft D X 12 ft H. Requires ladder to decorate. Wellers does not provide ladders.
- Fireplace Mantel: 58" W x 11" D
- Main Room Guest Tables: 15 - Long Tables: 8 ft x 30 in & 1 - 4 ft x 30 in (B&G)
- Sunroom Guest Tables: 8 - 48 " Rounds
- Cake Table : 40" X 64" Located in front of fireplace; glass top
- Entrance Tables : 2 - 6 ft tables with linen Outdoor Seating
- Add additional tables : \$25 each: DJ Table, Photo Booth Table etc.
- 9- 48" round cement table No linen. No charge
- Gazebo seating: Rent up to 6 round tables with linen six chairs \$25 ea
- Rent up to 6 high top tables with linen \$20 each

RAISIN RIVER

- Round Guest Tables: 15 - 44" Round Tables seat up to 6 guests per table (92 guests)
- Square Guest Tables 6 - 30" square square tables seating 4 guests per table for additional seating (up to 116)
- Cake Table: 44" Round Table
- Stage: 10' X 19' (6 plugs on stage) and is permanent
- Entry: 4' table for placecards, old stove can be used for display
- Raisin River Linens: White skirting is provided; Choice of White or Ivory Table cloth over skirting.
- Any additional skirted tables are \$25 each
- Raisin River Ceremony Pergola: 15 ft W x 7.5 ft D X 12 ft H
- Wellers provides table numbers. See picture below

DECORATING RESTRICTIONS:

- Wellers is an irreplaceable, historic property on the National Historic Register. Please be mindful when decorating:
- Nothing may be nailed, taped, stapled or hung from ceilings, pipes, rafters, walls or posts in any rooms
- All decorations must be removed at the end of the night, including outdoor decorations
- The wedding aisle may not be covered with flowers. This is in the contract.
- If renting aisle runner aisles are 120 ft long; it should be heavy enough not to blow over and create a tripper.
- No more than 3 candles per table are allowed; you may use as may supplement with LEDs as you wish
- Tapered candles are allowed if enclosed in hurricane glass No oil lamps or candles floating in oil
- No marbles, rocks, confetti, etc. on dining tables or outside; use only in enclosed vases or containers
- No sky/fire lanterns may be released as they are a fire hazard

LET YOUR VENDORS KNOW:

- Room is open 3 hours prior to ceremony for deliveries by vendors, including florist, cakes, DJ etc.
- There is a vendor-usage fee of \$100 for any vendors that require power, and space to set up, Some DJs bring their own tables;
- Wellers charges \$25 for any tables with linen
- DJs and hired contractors may not run extension cords or cable across any walkways, entrances creating a trip hazard
- Classical musicians must bring their own shade umbrella if they require one
- All vendors must bring their own ladders, wire, scissors, extension cords, and anything they require to complete their job
- You have 45 minutes after bar closes to remove all decorations, equipment, florals or anything you wish to keep
- No coolers are available to store cakes, desserts or flowers
- Outside linen companies may set up 3 hours prior to your ceremony & must be removed at the end of the evening
- Wellers is not liable for items left behind. Damages and decorations left behind will result in labor charges @ \$50/hr.
- Vendors may not create any type of trip, fall, fire, flood hazard or additional cleaning with their equipment or decorations.
- Vendors must take all empty boxes out with them..what comes in must go out. Vendors may not use Wellers dumpster.

CARRIAGE HOUSE GAZEBO DECORATING:

- There is one 20-amp circuit to the gazebo; any lighting you bring in will lower available power for DJs and bands
- There are ground and path lights, and up-lighting all around the gazebo and patios
- All will need to be removed within 1 hour of bar closing time.
- Any decorations, flowers, vases left behind that Wellers removes will be discarded