



WELLERS EVENT PLANNER

555 West Michigan Ave.
Saline, Michigan 48176

734-429-2115

[http: wellersweddings.com](http://wellersweddings.com)

email: wellers2@aol.com

PLANNING YOUR WEDDING

SCHEDULE TWO PLANNING MEETINGS WITH WELLERS

I. 60-DAY PLANNING MEETING

Wellers' meets with you 60 days prior to your event to finalize details of your event. At the 60-day meeting, your menu, linen colors, glassware options, and estimated guest count will be finalized. Based on the what you have ordered and your estimated guest count, you will be given a written Estimate. Two thirds of this estimate is due at the close of your 60-day meeting. Payment must be made by personal check, cashiers checks or cash. The remaining one-third will be billed and payable at your final meeting when your guest count is finalized.

II. FINAL MEETING

The final meeting is scheduled on the Friday one week prior to your event. At this time your final guest count, assigned seating arrangement, final payment and payment for bartender services are required. You will need a separate check for bartender payment.

TIMING OF YOUR EVENT

SAMPLE TIME LINE FOR CEREMONY & RECEPTION

12:00 pm Hospitality House: *4 hr rental*
1:00 pm Decorate Rooms *room is open hours prior to bar opening.*
4:00 pm Ceremony Time: *Allow 30 minutes*
4:30 pm Bar Opens: *Six hours from time bar opens*
4:30 pm Hors Served: *Allow 30 minutes*
5:00 pm Seat for Dinner *Allow 20 minutes*
5:00 pm Bread baskets *placed on guest tables as guests are seated*
5:20 pm Bride and Groom Grand Entrance *Allow 5 minutes*
5:25 pm Toast and or Prayer *Allow 10 minutes*
5:35 pm Salads plated and placed on guest tables. *Allow 20 minutes*
6:00 pm Dinner *45-60 minutes*
7:00 pm Cake Cutting *1 hr after dinner*
7:30 pm Bridal Dance *Allow 15 minutes*
10:30 pm Bar Closes; DJ music stops; *1/2 hour to pack up gifts, take down decorations.*
11:00 pm Room is closed

YOUR CONTACT PEOPLE FOR OUR STAFF

1. **Main Contact Person:** Your main contact person should not be in the bridal party or be the parents of bride or groom. She/he should be given a copy of your worksheet and know the timing of your event. When they arrive they should introduce her/himself to the Wellers' Banquet Manager, This will help us facilitate the timing of you dinner should anything change either on Wellers side or on your side.

RENTAL ITEM OPTIONS

Reading stand for ceremony; no microphone \$25
Podium-microphone for ceremony, includes microphone \$100
Portable PA system with microphone and MP3 hook-up \$100
Floor easel 25; Table Easel \$5
5 ft. Angel statues \$50 each; Only available for West Ceremony Grounds
Champagne glasses \$.50 each
Wine glasses \$.50 each
All-glass bar: \$2.25 PP unlimited for 6 hours. Includes tall & short tumblers and wine glass.
Skirted DJ table and any additional skirted tables: \$25 each
Flower Tower Vases \$5 each or Flower Tower vase with silk florals \$15 each
Six table with six chairs set up under gazebo with linen \$25 per table or \$150
High-top bar tables with linen: \$20 each (6 available)
Clear square candleholders with votive candles \$2.00 each (includes candles)
Votive table lamps with candles \$5.00 each Only available for Henry Ford or Raisin River Room
Crystal candelabras with five arms each: Includes tapered candles. \$20 each

OPTIONAL SERVICES

- Cake cutting service \$2.25 pp
- Outdoor bar set-up \$175

TIME LINE WORKSHEET

- Please work on your time-line prior to your 60-day meeting and bring it with you to this meeting.
- Add any timeline items you wish such as garter toss, flower toss, etc.
- Highlight any items you wish your DJ to make announcements for to help move your event along.

- _____ PM **KEEPING ROOM** Rental: begins 4 hrs prior to your ceremony time
- _____ PM **ROOM SET UP** The building is open 3 hours prior to your ceremony for deliveries & set-up
- _____ PM **PICTURES B4 CEREMONY** Allow 1 hour
- _____ PM **CEREMONY TIME** Allow at least 30 minutes for ceremony
- _____ PM **BAR OPENS** ½ hour after ceremony time.
- _____ PM **HORS D'OEUVRES** Start same time as bar opens and last 30-45 minutes
- _____ PM **SEAT GUESTS** Allow 20 minutes
- _____ PM **BREAD BASKETS** placed on tables as guests are seated
- _____ PM **GRAND ENTRANCE** 20 minutes after "Seat Guests" time. DJ makes announcement for them to enter
- _____ PM **TOAST and PRAYER** Allow 10 minutes
- _____ PM **SALAD SERVICE AT TABLES.** Allow 20 minutes
- _____ PM **DINNER BUFFET SERVICE STARTS** Allow 45 minutes to one hour. Release two tables at a time. according to table number. See room seating diagram
- _____ PM **CAKE CUTTING**
a. Usually one hour after dinner starts.
b. Bride & Groom cut first piece while guests are still eating.
c. The rest of the cake is cut and served to guests or placed around the wedding cake.
- _____ PM **FIRST DANCE** DJ makes an announcement that first dance will be:
a. In gazebo _____ PM or b. In room _____ PM
- _____ PM _____
- _____ PM _____
- _____ PM **BAR CLOSES** six hours after bar opens
a. Last call will be give 15 minutes prior to bar closing time
b. Band must stop at this time; You have ½ hour to vacate building
c. Liquor boxed up and placed in your designated car
d. Gifts & decorations broken down and packed up and placed in designated car
F. Property gate locked one hour after close of bar. Cars left on property can be access next day by 8 am

PLANNING WORKSHEET: Fill out and bring to your sixty-day planning meeting. You will be required to pay 2/3 of your estimated invoice at this time. Final payment & seating diagram is required at **FINAL MEETING**, one week prior to your event.

TIME LINE

Insert your start time in the blanks.

Hospitality House Rental _____ PM 4 hrs
Pictures B-4 Ceremony PM _____ 1 hr
Room Opens _____ PM 3 hrs prior to ceremony for deliveries and set-up
Ceremony at Wellers _____ PM 30 min
Ceremony Away from Wellers _____ PM
Bar Opens: _____ PM 6 hrs start to close
Hors Time _____ PM 30-45 min
Seat guests for Dinner _____ PM 20 min
B&G Grand Entrance _____ PM 10 min
Toast _____ PM 3-10 min
Prayer _____ PM 3-5 min
Salad Served at Tables _____ PM 20 min
Buffet Starts _____ PM 45 min- 1 hr
Cake Cutting Time _____ PM
Bridal Dance _____ 10 min
Band/DJ Start _____ PM Finish _____ PM
Bouquet Toss _____ PM 15 min
Bar Closing Time _____ 6 hrs after open
Music Ends _____ PM 6 hrs after bar opens
Gifts Delivered to Car _____ PM
Leftover Alcohol in car _____ PM

CEREMONY INFORMATION

Ceremony Grounds Yes No \$ _____
Chairs _____
Chairs for Musicians _____
Round Unity Table Yes No N/C
DJ supplying music? Yes No Time _____
DJ supplying microphones? Yes No
Portable PA w/MP3 hook-up _____ \$100
Podium-Microphone Yes No \$100
Reading Stand Yes No \$25
Other _____

HORS D'OEUVRES TIME _____ PM

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____

BUFFET RELEASE TIME _____ PM

MENU NAME _____ \$ _____

CAKE CUTTING TIME _____ PM

- Wellers Cake Cutting Service \$2.25 PP
- Client Cuts Cake \$0 Bring in plates, forks, napkins
- Client Cuts Cake & rents china plates \$.75 pp
- Cupcakes \$0 Bring in own napkins, boxes

ALCOHOL PURCHASE

A & L Wine Castle 734-665-9463 Maher

Are you serving:

Liquor Yes No

Kegs _____ (Carriage House)

Cs Bottled Beer _____ (HF & RR room)

Red Wine at Bar _____

White Wine at Bar _____

After Dinner Liqueurs Yes No

Tip Jar Allowed at Bar

TOAST TIME _____ PM

1 Bottle Open at each table Yes No

Champagne at Head Table Only Yes No

Toast with regular drinks Yes No

Allow how much time _____

GLASS RENTAL OPTIONS

Your beverage service includes plastic-ware at the bar.

You may rent:

Tumblers, rock & wine glasses _____ \$2.25pp

Wine Glasses at Bar # _____ \$.50 each

Champagne Glass Rental _____ \$.50 each

OUTDOOR BAR SET-UP Yes No \$175

Open _____ PM Close _____ PM

BARTENDERS *Paid at your final meeting one week*

prior to your event. \$20/hr. Bartenders require one hour for set up and one hour for clean up in addition to six hours of service.

The number of bartenders is determined by the number of guests and the bar services you require. Generally:

See Beverage Services page for guidelines.

ADDITIONAL BARTENDERS

Minimum of 4 hrs @ \$20/hour

Outdoor Bar _____

Pouring at tables _____

Passing champagne or wine _____

Other _____

PIZZA BUFFET _____ PM

Yes No \$2 PP *No later than 11 pm*

Pizza Buffet in Location _____

SNACKS _____ PM

Pretzels _____

Mixed Nuts _____

Potato Chips _____

Peanuts _____

BANQUET ROOM SET UP

Seating Diagram is required with # of Seats @ each table at your final meeting. See Room Diagram page for guidelines.

Guests _____ # of Tables _____

Seats @ Bridal Table _____

See Max on Room Diagram pages on website

Highchairs _____ # Booster Seats _____

White or Ivory Overlays _____

Napkin Color _____

Floor-Length Tablecovers Rental Yes No

RENTAL ITEMS

Candle Holders w/ candles # _____ \$2 ea

Bringing in own candles Yes No

Skirted DJ Table on Stage _____ \$25/table

Flower Tower Vase _____ \$5 w/ Silk Flowers _____ \$15

Portable PA w/1 microphone Yes No \$100 each

Floor Easel _____ \$25 Table Easel _____ \$5

Registry/Sign In Table _____ No Charge

Handicap Ramp (HF) _____ No Charge

Placecard Table _____ No Charge

Gift Table & Mailbox _____ No Charge

Table Numbers _____ No Charge

DANCE PAVILION/GAZEBO

Used for: _____

Round Tables w/6 chairs/linen _____ \$25 each

DJ Table _____ Location _____

Wellers 4 X 8 Stage _____ \$125

Dance Time to Start _____

Decorations for Gazebo Describe

YOUR SERVICE PEOPLE

MAIN CONTACT: *Someone from your event who is not in your bridal party.*

Main Contact Person _____

Person setting up _____

Officiant _____

Florist _____

Photographer _____

Ceremony Music _____

DJ/Band _____

Cake _____

Decorating Services _____

Other _____

Car assigned for gifts _____

Car to take leftover alcohol _____

WEDDING CEREMONY WORKSHEET

Attendants involved in ceremony: Place them in the diagram below.

- | | | |
|-----------|-------------|-------------|
| 1. _____ | Title _____ | Phone _____ |
| 2. _____ | Title _____ | Phone _____ |
| 3. _____ | Title _____ | Phone _____ |
| 4. _____ | Title _____ | Phone _____ |
| 5. _____ | Title _____ | Phone _____ |
| 6. _____ | Title _____ | Phone _____ |
| 7. _____ | Title _____ | Phone _____ |
| 8. _____ | Title _____ | Phone _____ |
| 9. _____ | Title _____ | Phone _____ |
| 10. _____ | Title _____ | Phone _____ |

USHERS

1. Lead Usher _____ cell phone: _____
2. _____
3. _____
4. _____

TIMING OF CEREMONY

- Pictures taken before ceremony _____ pm
- Seat guests for ceremony at _____ pm
- Wedding processional starts _____ pm
- Wedding vows start time _____ pm
- Length of entire ceremony _____ min
- Pictures taken after ceremony _____ min.
- Receiving Line after Ceremony? _____ yes _____ no

ORDER OF PROCESSIONAL –before ceremony

Order of participants walking up the wedding aisle

1. _____ & _____
2. _____ & _____
3. _____ & _____
4. _____ & _____
5. _____ & _____

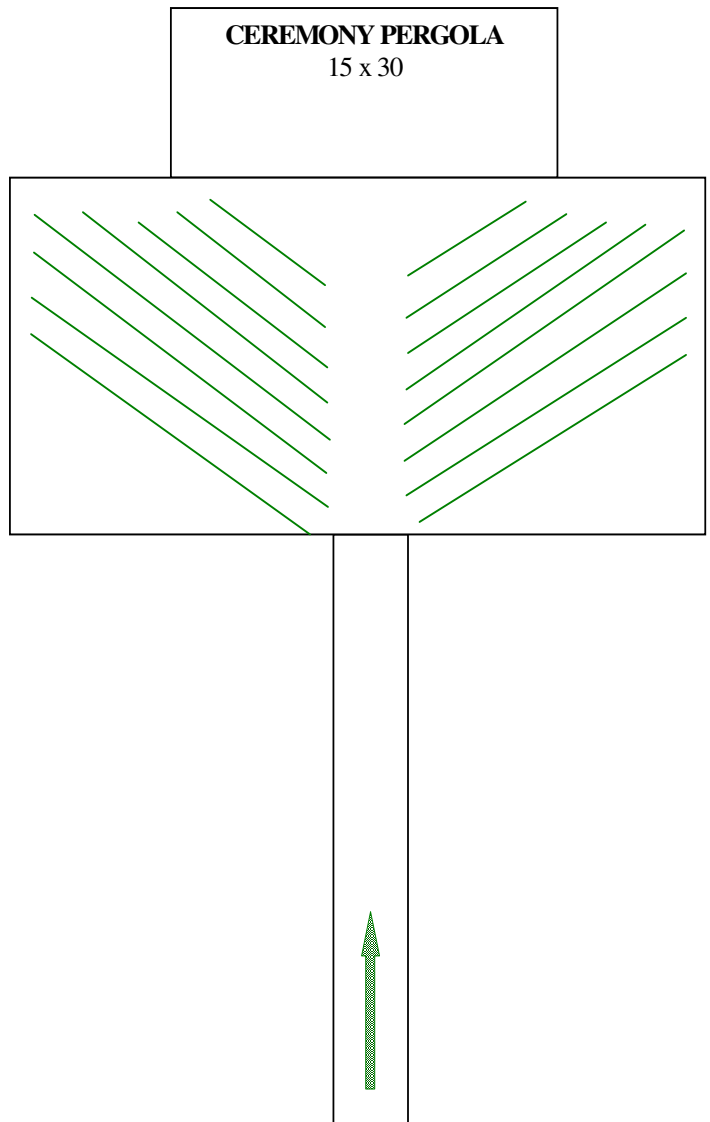
ORDER OF RECESSIONAL-after ceremony

Order of participants walking back down wedding aisle

1. _____ & _____
2. _____ & _____
3. _____ & _____
4. _____ & _____
5. _____ & _____

Wellers: 555 W. Michigan Ave, Saline, MI 48176
734-429-2115

Hospitality House: 113 W. McKay Saline, MI 48176



SEATING ASSIGNMENTS

Assigned seating is required. Bring this sheet completed to your final meeting.

CARRIAGE HOUSE: 21 tables + bridal table Maximum in room = 212
RAISIN RIVER ROOM: 18 tables + bridal table Maximum in room = 118
HENRY FORD ROOM: 15 tables + bridal table Maximum in room = 108

HEAD TABLE

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

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

BRIDE'S CHECKLIST

SIX TO TWELVE MONTHS BEFORE

- _____ Select a wedding date and time.
- _____ Make a preliminary budget.
- _____ Determine your wedding theme or style.
- _____ Reserve your ceremony and reception location. Wellers' will hold a date for seven days without obligation.
- _____ Book your ceremony, reception (contracts and deposits). Wellers': 734-429-2115 email: wellers2@aol.com
- _____ Decide on your color scheme.
- _____ Determine the guest list.
- _____ Start compiling names and addresses of guests.
- _____ Select bridal attendants.
- _____ Have fiancé select his attendants.
- _____ Plan reception the style of reception you want to have.
- _____ Select your dress
- _____ Select bridesmaids' dresses.
- _____ Select engagement ring with fiancé, if he has not already done so
- _____ Announce your engagement in the newspaper.

FOUR MONTHS BEFORE

- _____ Make final arrangements for ceremony location and officiants.
- _____ Make sure all bridal attire is on order with your vendor.
- _____ Have both mothers coordinate and select their dresses.
- _____ Register at a bridal registry in the towns of both families.
- _____ Complete the guest lists and compile them in order.
- _____ Select the men's wedding attire and reserve the right sizes.
- _____ Check requirements for blood test and marriage license in your state. Make appointment for physical exam.
- _____ Write wedding vows together if doing non-traditional ceremony.
- _____ Shop for wedding rings.
- _____ Start planning the honeymoon.
- _____ Make appointment for Sixty-Day Planning Meeting with Wellers': 734-429-2115 or email: wellers2@aol.com

TWO MONTHS BEFORE

- _____ SIXTY DAY PLANING MEETING with Wellers' Date & Time _____
- _____ Finalize menu, linen, glassware details and estimated guest count at Sixty-Day Planning Meeting with Wellers'
- _____ Pay Two-Thirds of your Estimated Invoice at this time. To view Base estimates go to ROOMS page
- _____ Give Wellers' name of your CONTACT PERSON. Usually a friend, they will handle: guest book, favors, gifts, cake parts
- _____ Give CONTACT PERSON a copy of your Worksheet once you have it filled out.
- _____ Order invitations and personal stationary. (Don't send invitations until one month prior to wedding)
- _____ Address invitations and announcements. They should be mailed four to six weeks before wedding.
- _____ Finalize all details , photographer, florist, menu, linens, etc.
- _____ Let your florist, cake person and band or DJ know that rooms open 3 hours prior to your event for deliveries.
- _____ 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. You may rehearse at Wellers' on Thursdays.
- _____ Plan bridesmaids' luncheon
- _____ Make appointments with hairdresser
- _____ Finalize honeymoon plans.

ONE MONTH BEFORE

- _____ Have a final fitting for your gown and bridal attendants' gowns.
- _____ Have a formal bridal portrait taken.
- _____ Complete all physical or dental appointments.
- _____ Get blood test and marriage license.
- _____ Purchase gifts for attendants.
- _____ Purchase gift for fiancé, if gifts are being exchanged.
- _____ Have the bridesmaids' luncheon.
- _____ Make sure you have all accessories, toasting goblets, ring pillow, garter, candles, etc.

TWO WEEKS BEFORE

- _____ Attend to business and legal details.
- _____ Get necessary forms to change names on Social Security card, driver's license, insurance and medical plans, bank accounts
- _____ Prepare wedding announcements to be sent to newspaper.
- _____ 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.
- _____ Finish addressing Thank You cards and announcements to be mailed the day after your wedding.
- _____ Contact guests who have not responded.
- _____ Give photographer the list of pictures you want.
- _____ Give the videographer a list of shots you would like included in the video.
- _____ Give all musicians and or DJ the list of music for the ceremony and reception.
- _____ Email driving directions to all service people. to Wellers' map quest. 555 West Michigan Ave. Saline, MI 48176
- _____ Make sure you have the marriage license.
- _____ Make sure you have the wedding rings, and they fit.
- _____ Make sure all wedding attire is picked up and fits properly.

ONE WEEK BEFORE

- _____ Final Meeting at Wellers': Final guest count and make final one-third payment. DATE & TIME _____
- _____ Review details of your wedding with Wellers' planner.
- _____ Give copy of Final seating arrangements to Wellers'.
- _____ Give final guest count to Wellers'.
- _____ Make final payment to Wellers'.
- _____ Give Wellers' your change of address if you are moving so refund is sent to correct mailing address.
- _____ Send or email map and directions to Hospitality House: 113 W. McKay Saline, MI 48176
- _____ Arrange for friend or relative to assist with last-minute errands and to help you dress.
- _____ Practice having your hair done to make sure it comes out properly, and determine the time it will take.
- _____ Practice using your make-up in the same type of lighting you will have on the wedding date.
- _____ Keep up with the writing of your thank-you notes.
- _____ Pack your suitcase for the honeymoon.
- _____ Rehearsal with all participants, reviewing their duties.
- _____ Email Map and driving directions to rehearsal participants
- _____ Attend rehearsal dinner party. Stay calm and enjoy yourself.
- _____ Stay with the family the night before the wedding.
- _____ Get to bed early. You will want to look and feel great the next day.

ON YOUR WEDDING DAY

- _____ Be sure to eat something.
- _____ Take a nice, relaxing bath.
- _____ Arrive at Keeping Room Hospitality House if you have rented it, 4 hours prior to ceremony.
- _____ Fix hair or have an appointment to have it done at least three to four hours before the ceremony.
- _____ Have all accessories together.
- _____ Start dressing one to one-and-a-half hours before the ceremony.
- _____ If pictures are being taken before the ceremony, then have yourself and attendants ready about two hours before the ceremony.
- _____ Have the music start thirty minutes before ceremony.
- _____ Have your ushers seat guests five minutes before the ceremony, have groom's parents seated.
- _____ Immediately before procession, the bride's mother is seated

AFTER THE WEDDING

- _____ Send announcements and wedding picture to newspapers.
- _____ Write and mail thank-you notes.
- _____ Set up meeting with photographer to make selections
- _____ Honeymoon
- _____ Moving etc..life goes back to normal!

GROOM'S CHECKLIST

SIX TO TWELVE MONTHS BEFORE

- Purchase the bride's engagement ring.
- Discuss with fiancée the date and type of wedding.
- Start on your guest list for your side of the family.
- Choose best man and ushers.
- Start planning and making necessary arrangements for the honeymoon.

FOUR MONTHS BEFORE

- Shop with fiancée for wedding rings.
- Complete your guest list.
- Check requirements for blood test and marriage license in your state, or the state you are being married in.
- Select and order men's wedding attire with your fiancée.
- Arrange hotel accommodations for out-of-town attendants or guests.
- Finalize all honeymoon plans and send in deposits if required (don't delay-some resorts fill up fast in popular months)
- Arrange for ushers

TWO MONTHS BEFORE

- 60-Day Planning meeting with Wellers': Date & Time _____
- Finalize menu, linen, glassware details and estimated guest count at Sixty-Day Planning Meeting with Wellers'
- Pay Two-Thirds of your estimated Invoice at this time. To view Base estimates go to ROOMS page
- Give the name of your Bar Contact Person to Wellers' at Sixty Day Planning Meeting with Wellers'.
- Meet with **A&L Wine Shoppe Contact Person: Maher 734-665-9463**
- Meet with officiate to finalize ceremony details.
- Assist parents with plans for the rehearsal dinner party.
- Discuss the amount and the financial arrangement for the flowers that are the groom's responsibility.
- Arrange accommodations for out-of-town attendants.
- Give all ushers, and contact people a copy of your worksheet with time line

ONE MONTH BEFORE

- See that all attendants have been fitted and wedding attire has been ordered.
- Purchase gifts for best man and ushers. Purchase wedding gift for fiancée, if gifts are being exchanged.
- Make transportation arrangements for the wedding day to and from the reception and hotel.
- Pick up wedding rings and make sure they fit.
- Take care of business and legal affairs for joint accounts i.e. insurance policies and medical plans, checking accounts.
- If you have both agreed to a pre-nuptial agreement, have it drawn up and signed.

TWO WEEKS BEFORE

- Get your marriage license. 200 North Main Street, Suite 100, Vital Records, Ann Arbor, Michigan, 734-222-6720.
- Arrange wedding day transportation.
- Reconfirm accommodations for out-of-town guests.
- If moving, give change-of-address card to post office; utilities and phone service turned on in the new home.
- If not moving, finish cleaning and reorganize your home; help your fiancée move her things.

THE WEEK BEFORE

- See that attendants get their wedding attire.
- Pack clothes for honeymoon and reconfirm reservations. If flying, make sure you have plane tickets.
- See to it that you and your attendants are at the rehearsal and they know their duties.
- Go over ceremony seating with ushers.
- Arrange for gifts brought to the reception to be taken to your new home.
- Checks prepared for service people you will be paying the day of your wedding.

THE WEDDING DAY

- Give the best man the bride's wedding ring.
- Place the officiates fee in a sealed envelope.
- Don't forget to take the marriage license to the ceremony, or make sure the best man will bring it.
- Have the best man and the maid of honor sign the wedding certificate as witnesses.

AFTER THE WEDDING

- Send flowers or a telegram of appreciation

VENDOR- CONTACT LIST & BUDGET

Reception Venue:

name: Wellers' Inc

address: 555 W. Michigan

Saline, Michigan 48176

Phone: 734-429-2115

wellers2@aol.com

\$ _____

Ceremony Location

name: _____

address: _____

phone: _____

cell: _____

\$ _____

Wellers' Hospitality House Rental

name: Keeping Room

address: 113 West McKay

Saline, Michigan 48176

May be rented for 4 hours prior to

ceremony

\$125

Liquor Supplier

name: A&L Wine Castle

address: 2424 West Stadium

Ann Arbor, Michigan 48103

phone: 734-665-9463

fax: 734-665-9350

Ceremony Officiant

name: _____

address: _____

phone: _____

cell: _____

Transportation

name: _____

address: _____

phone: _____

cell: _____

Baker

name: _____

address: _____

phone: _____

cell: _____

Ceremony Music-Microphone

name: _____

address: _____

phone: _____

cell: _____

Invitations

name: _____

address: _____

phone: _____

cell: _____

Florist

name: _____

address: _____

phone: _____

cell: _____

Ceremony Usher Leader

name: _____

address: _____

phone: _____

cell: _____

Jeweler

name: _____

address: _____

phone: _____

cell: _____

DJ or Band

name: _____

address: _____

phone: _____

cell: _____

Bridal Gown

name: _____

address: _____

phone: _____

cell: _____

Hair Stylist

name: _____

address: _____

phone: _____

cell: _____

Photographer

name: _____

address: _____

phone: _____

cell: _____

Tuxedo Rental

name: _____

address: _____

phone: _____

cell: _____

Make-Up Stylist

name: _____

address: _____

phone: _____

cell: _____