



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
- 5 ft. Angel statues \$50 each; Only available for West Ceremony Grounds
- Podium-microphone for ceremony \$100.
- Floor-length white linen rental package for guest & bridal tables: CH: \$356 RR: \$291 HF: \$242
- Champagne glasses \$.50 each
- Wine Glasses \$.50 each
- Glass tumblers, beer & wine Glasses \$2.25 pp unlimited rental for six hours
- DJ or champagne tables \$25 each.
- Floor easel: \$25 Table easel: \$5
- Candleholders with votive candles \$2.00 each
- Votive table lamps with candles \$5.00 each
- Crystal candelabras with five arms each: Include 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 **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 packed up and placed in designated car

e. All decorations taken down and removed.

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 _____
- DJ supplying music? Yes No Time _____
- DJ supplying microphones? Yes No
- Round Unity Table Yes No
- Podium-Microphone Yes No \$100
- Reading Stand Yes No \$25

HORS D'OEUVRES TIME _____ PM

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

BUFFET RELEASE TIME _____ PM

MENU _____ \$ _____

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 _____ (Raisin River & Carriage House)
- # Cs Bottled Beer _____ (Henry Ford Room Only)
- Red Wine at Bar _____
- White Wine at Bar _____
- Liqueurs _____
- Tip Jar Allowed at Bar Yes No

TOAST TIME _____ PM

- 1 Bottle Open at each table Yes No
- Champagne at Head Table Only Yes No
- Toast with regular drinks Yes No

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:
 75 -125 guests= 1 8-hr bartender
 125-175 guests= 2 8-hr bartenders
 175-212 guests= 2 8-hr bartenders + 1 4-hr bartender if having OutdoorBar

ADDITIONAL BARTENDERS

- Minimum of 4 hrs @ \$20/hour
- Outdoor Bar _____
- Pouring at tables _____
- Passing champagne or wine _____
- Other _____

PIZZA BUFFET

Yes No \$2 PP No later than 11 pm

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

- Square Candle Holders w/ candles # _____ \$2 ea
- Bringing in own candles Yes No
- Skirted DJ Table on Stage _____ \$25/table
- Other Skirted Tables _____ \$25/table
- Additional Tablecovers # _____ \$10 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 _____
- Dance Time to Start _____
- Pizza Buffet in Gazebo Yes No
- 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. _____ & _____

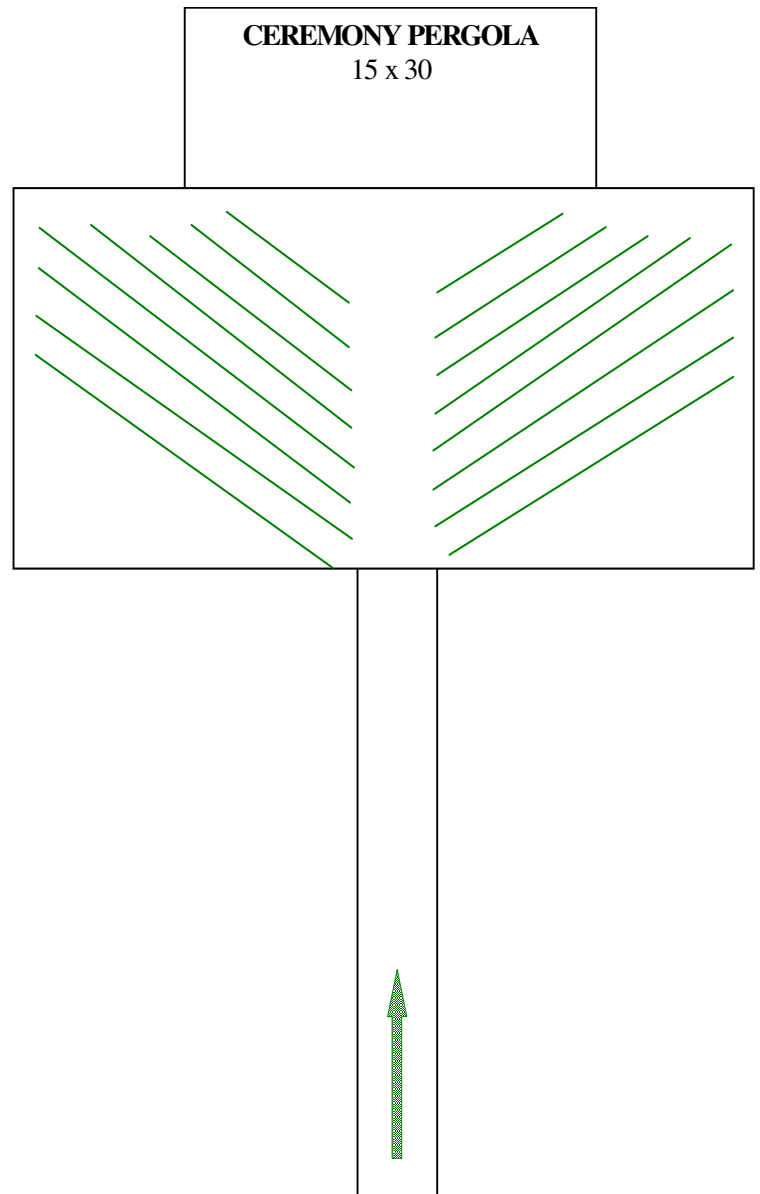
ORDER OF RECESSIONAL-after ceremony

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. This meeting is scheduled the Friday one week prior to your event.

CARRIAGE HOUSE:: 21 tables + bridal table Maximum in room = 212

RAISIN RIVER ROOM: 18 tables + bridal table Maximum in room = 119

HENRY FORD ROOM: 15 tables + bridal table Maximum in room = 108

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

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

\$ _____

Liquor Supplier

name: A&L Wine Castle

address: 2424 West Stadium

Ann Arbor, Michigan 48103

phone: 734-665-9463

fax: 734-665-9350

\$ _____

Baker

name:

address:

phone:

cell:

\$ _____

Florist

name:

address:

phone:

cell:

\$ _____

DJ or Band

name:

address:

phone:

cell:

\$ _____

Photographer

name:

address:

phone:

cell:

\$ _____

Ceremony Location

name:

address:

phone:

cell:

\$ _____

Ceremony Officiant

name:

address:

phone:

cell:

\$ _____

Ceremony Music-Microphone

name:

address:

phone:

cell:

\$ _____

Ceremony Usher Leader

name:

address:

phone:

cell:

\$ _____

Bridal Gown

name:

address:

phone:

cell:

\$ _____

Tuxedo Rental

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

Transportation

name:

address:

phone:

cell:

\$ _____

Invitations

name:

address:

phone:

cell:

\$ _____

Jeweler

name:

address:

phone:

cell:

\$ _____

Hair Stylist

name:

address:

phone:

cell:

\$ _____

Make-Up Stylist

name:

address:

phone:

cell:

\$ _____