

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

Suggested amount of times in **bold**
Insert your start time in the blanks.

Hospitality House Rental _____ **1-4 hrs**

Pictures Taken B-4 Ceremony _____ **1 hr**

Deliveries to Room _____ **3 hrs** prior to event

Ceremony at Wellers _____ **30 min**

Bar Opens: _____ **6 hrs start to close**

Appetizer Time _____ **30-45 min**

Seat guests for Dinner _____ **20 min**

Toast _____ **3-10 min**

Prayer _____ **3-5 min**

Release Guests to Buffet _____ **1 hr**

Cake Cutting _____ **1 hr** after dinner

Bridal Dance _____ **10 min**

Band/DJ Start _____ Finish _____ **4 hrs**

Bouquet Toss _____ **15 min**

Bar Closing Time _____ **6 hrs after open**

Gifts Delivered to Car _____ **15 min**

Leftover Alcohol packed up in car **15 min**

You have room for six hours from start of any food or beverages.

CEREMONY INFORMATION

Ceremony Grounds _____ \$ _____

Chairs _____ Chairs for Musicians _____

Round Unity Table _____ N/C

Podium-Microphone _____ \$100

Podium Stand No Microphone _____ \$25

DJ supplying music? _____ Time _____

Length of ceremony? _____

Receiving line after? _____ How Long? _____

of Ushers _____

Flower girl _____

Who is bringing ring? _____

WEDDING CAKE INFORMATION

Name of supplier _____

Supplier bringing cake bags? Box for top? _____

Cake arrival time _____ 3 hrs prior to event

Wellers Cutting Cake Service _____ \$ 2.50pp

Time for Cake Cutting _____

Or you cut cake _____ Bringing own plates? _____

Or Rent Wellers china plates _____ \$.75pp

DINNER BUFFET SERVICE

Estimated Guest Count _____

Required @ 60 day meeting. Final count required one week prior to event. Count cannot be changed after Final Meeting.

APPETIZER ITEMS

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

MENU # _____ PRICE \$ _____

DESSERT SELECTIONS

Go to <http://wellersweddings.com> for Dessert Options

_____ \$ _____

Pizza Buffet Time _____

_____ **\$2.00pp**

Go to <http://wellersweddings.com> pizza options

WEDDING CONSULTANT

Wellers provides consulting services free of charge for any items scheduled at our facility. However, if you hire an outside wedding consultant ,he/she must attend the 60-day and Final meetings at Wellers. Consultants need to read you contract as well.

Name _____

Phone _____

Email _____

YOUR BEVERAGE INFORMATION

Non-Alcoholic Beverages \$6.25 PP

Includes plastic glasses, napkins, condiments, seven pops five juices and ice in unlimited quantities up to six hours

BAR CONTACT NAME:

LIQUOR, BEER, WINE and CHAMPAGNE

All alcohol must be purchased from A&L

Wine Castle: **Mahe**: 734-665-9463

Guests & hosts may not bring in their own supply of liquor, beer or wine. No cash bars are allowed.

Are you having:

Liquor _____

Beer # Kegs _____ (Raisin River & Carriage House

Bottled Beer # Cs _____ (Henry Ford Room Only)

Red Wine at Bar _____ # of Bottles _____

White Wine at Bar _____ # of Bottles _____

Champagne # Cs _____ 1- Bottle/Table _____

Liqueurs _____ Do you need 1/2 & 1/2? _____

Will you allow a tip jar? _____

CHAMPAGNE TOAST

Toast indoors: 1/bottle /table _____ Time _____

of Tables _____ See room diagrams page

Champagne Glass Rental _____ \$.50 each

GLASS RENTAL OPTIONS

Glass tumblers, rock & wine glasses \$2.75pp

Wine Glasses at Bar # _____ \$.50 each

Champagne Gls.at Place Settings # _____ \$.50

OUTDOOR BAR _____ \$175

Make sure you order enough alcohol to service both the indoor and outdoor bar. Bottled beer is allowed at the outdoor bar only. No glass bars are allowed outdoors for both safety and replacement reasons. Outdoor bars are only recommended for events with 200+ Guests and/or when dancing is outdoors in pavilion.

PAYMENT OF CONTRACT

BARTENDERS

You will be billed at closing of your final appointment with Wellers. Their rate is \$20/hr. You need to add one hour for set up and one hour for clean up.

ADDITIONAL BARTENDING

SERVICES: Pouring or Passing

Minimum of 4 hrs @ \$20/hour

CREWLEADER CONTACT NAME:

Seated at Table # _____

Your Contact Person will be our point of contact for anything that may arise during your event. They should introduce themselves to the Crewleader of your event upon arrival. If you have hired a wedding consultant, you do not need an additional contact.

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.

Highchairs _____ # Booster Seats _____

White or Ivory Tablecovers _____

Napkin Color _____

RENTAL ITEMS

Globe Votive Candle Holders _____ \$2 ea

Votive Candles Lamps _____ \$5 (RR&HF)

Handicapp Ramp (HF) _____ N/C

MISC. ROOM ITEM SET UPS

Placecard Table at entrance _____ n/c

Gift Table & Mailbox _____ N/C

Table Numbers _____ N/C

Registry/Sign In Table _____ N/C

Skirted DJ Table on Stage _____ \$25/table

Misc Skirted Tables _____ \$25/table

DANCE PAVILION/GAZEBO

For Dinner _____ \$ _____

For Dancing Only _____ \$ _____

For Dinner & Dance _____ \$ _____

If Dinner: # Tables _____ # Seats _____

Highchairs _____ # Booster Seats _____

White or Ivory Tablecovers _____

Napkin Color _____

Candles on Tables _____

Flowers on Tables _____

DJ Table _____ Location _____

Outdoor Bar _____ Opens _____ Closes _____

Dance Time to Start _____

FULL MOON WEDDING

Open bar and have dinner prior to moonlight ceremony. Go to wellersweddings.com for detailed information and full moon dates.

SERVICE PEOPLE

FLORIST _____

PHOTOGRAPHER _____

DJ _____

CAKE _____

CEREMONY OFFICIANT _____

CAR ASSIGNED FOR GIFTS _____

Who will be taking unopened and partial bottles of alcohol at closing? _____

Who will be setting up your favors? _____