



WELLERS EVENT PLANNER

555 West Michigan Ave.
Saline, Michigan 48176
734-429-2115

[http: wellersweddings.com](http://wellersweddings.com)
email: wellers2@aol.com

TWO PLANNING MEETINGS WITH WELLERS

1. 90-DAY PLANNING MEETING

Wellers' meets with you 90 days prior to your event to finalize details of your event. Complete the next page and bring to this meeting.

At the end of this meeting you will be given a print out of your details and an invoice. You will need to pay two-thirds of this invoice at this time. The remaining one-third will be billed and payable at your final meeting when your guest count is finalized. Payments must be made by personal check, cashiers checks or cash.

2. FINAL MEETING

The final meeting is scheduled the week prior to your wedding. .

1. Bring completed seating chart.
2. Final Payment of your Invoice
3. Contract Barternder check/payment

Contact People you select for Wellers:

1. **Main Contact Person** is someone you have chosen from your friends or family who is not in the wedding party or a mom or dad of bride and groom. Most often it is the brides aunt.
2. **Bar Contact Person:** This is usually the father of the bride or groom

SAMPLE TIMELINE For more **Timelines** go to website and click on **CEREMONIES** link

You have six hours for your event starting when the bar opens:

Possible Timeline

- 12:00 pm Hospitality House: *4 hrs prior to your ceremony*
- 1:00 pm Decorate Rooms *room is open 3 hours prior to bar opening.*
- 4:30 pm Ceremony Time: *Allow 30 minutes*
- 5:00 pm Bar Opens:** *Six hours . You have six hours for your event starting when bar opens*
- 5:00 pm Hors Served: *Allow 30 minutes*
- 5:30 pm Seat for Dinner *Allow 20-30 minutes Depending on number of guests*
- 5:30 pm Bread baskets *placed on guest tables as guests are seated*
- 5:50 pm Bride and Groom Grand Entrance *Allow 5 minutes*
- 6:00 pm Toast and Blessing *Allow 5 minutes for each.*
- 6:20 pm Salads plated and placed on guest tables. *Allow 20-30 minutes depending on number of guests.*
- 6:45 pm Dinner *45-60 minutes Wellers will release two tables at a time to the buffet*
- 7:05 pm Bride & Groom walk –about: *Walk around guest tables and thank people for coming. End at cake table*
- 7:45 pm Cake Cutting *1 hr after dinner*
- 8:00 pm Bridal Dance *Allow 5 minutes.. Dance party starts !*
- 11:00 pm Bar Closes;** *DJ music stops; Pack up gifts, decorations and anything you wish to keep at the closing.*
- 11:45 pm Room is closed and gate is locked.

Cars may be left overnight and picked up between 7am and 11 am the next day

90-DAY MEETING PLANNING WORKSHEET

Fill out and bring to your 90-day planning meeting. At the close of the meeting you will pay 2/3 of estimate based on options below.

TIME LINE

Insert your start time in the blanks.

- ___ PM Hospitality House Rental 4 hrs
- ___ PM Pictures B-4 Ceremony 1 hr
- ___ PM Room Opens 3 hrs b4 ceremony
- ___ PM Ceremony at Wellers 30 min
- ___ PM Ceremony Away from Wellers
- ___ PM Bar Opens 6 hrs start to close
- ___ PM Hors Time 30-45 min
- ___ PM Seat guests for 20 min
- ___ PM B&G Grand Entrance 10 min
- ___ PM Toast 3-10 min
- ___ PM Prayer 3-5 min
- ___ PM Salad Served at Tables 20 min
- ___ PM Buffet Starts 45 min- 1 hr
- ___ PM B&G Walk -About
- ___ PM Cake Cutting Time
- ___ PM Bridal Dance 10 min
- ___ PM Bar/Music Stops 6 hrs after open
- ___ PM Remove decorations 45 min

CEREMONY INFORMATION

- ___ Thursday Rehearsal
- ___ Who is overseeing rehearsal?
- ___ Ceremony at Wellers
- ___ Ceremony at other location
- ___ Round Unity Table
- ___ DJ supplying music & microphones
- ___ Rent Wellers PA, bluetooth \$100
- ___ Rent Podium-Microphone \$100
- ___ Rent Reading Stand \$25

HORS D'OEUVRES

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

MENU NAME

CAKE CUTTING OPTIONS

- ___ Wedding Cake Cutting Time
- ___ Wellers cuts & serves \$2.25 PP
- ___ Client Cuts Cake \$0
- ___ Client Cuts Cake rents china \$.75
- ___ Cupcakes
- ___ Wellers cupcake set-up display \$150

ALCOHOL PURCHASE

- A & L Wine Castle 734-665-9463 Maher**
- Bar Contact Person:
- ___ Liquor
 - ___ # Kegs ___ (Carriage House)
 - ___ # cases beer ___ (Raisin River Room)
 - ___ Red Wine at Bar
 - ___ White Wine at Bar
 - ___ Tip Jar Allowed at Bar

- ___ **OUTDOOR BAR** Carriage House \$175
- ___ Kegs at Outdoor Bar

BARTENDERS

- ___ Bar Contact (father of bride/goorm)

TOAST TIME Toast Options:

- ___ One bottle Champagne at each table
- ___ Champagne at Head Table only
- ___ Toast with regular drinks
- ___ # people presenting a toast
- ___ How many minutes for toasting?
- ___ Prayer after toast

GLASS RENTAL OPTIONS

- ___ All-glass-bar w/ wine glasses included
- ___ Champagne Glasses for toast

LATE NIGHT SNACKS

Not available after 11 pm

- ___ Pizza \$ 2.00 PP
- ___ Pretzels \$.50 PP
- ___ Potato Chips \$.50 PP
- ___ Peanuts \$.75 PP
- ___ Chex Mix \$1.00 PP
- ___ Mixed Nuts \$1.75 PP
- ___ Mulled Cider \$1.25 PP
- ___ Warm Donuts & Cider \$2.75 PP
- ___ Warm Bavarian Pretzels \$1.75 PP

DESSERTS -from Wellers

- ___ Fancy Dessert Cakes Display \$6.95 PP
 - ___ Dessert Bars \$2.95 PP if wedding cake
 - ___ Dessert Bars \$4.95 PP if no cake cake
 - ___ Handmade Cake Lollipops \$1.95 PP
 - ___ Bringing in outside pastries \$100
- Storage of pastries/desserts in Wellers coolers.*

BANQUET ROOM SET UP

- ___ # Guests
- ___ # Seats @ Bridal Table ___
- ___ # Highchairs ___ # Booster Seats
- ___ White or Ivory Overlays
- ___ Napkin Color
- ___ CH White Skirting Rental \$570

RENTAL ITEMS

- ___ Candle Holders w/ candles # \$2 ea
- ___ Bringing in own candles
- ___ # Skirted Service Tables \$25 ea
- ___ Flower Tower Vases ___ \$5
- ___ Portable PA w/1 microphone \$100
- ___ Podium Microphone
- ___ Floor Easel \$25
- ___ Table Easel \$5
- ___ Blue tooth Sound System \$175
- ___ Fire Pit No Charge

Placecard table, gift table & tables numbers and mailbox are provided

DANCE PAVILION/GAZEBO

- ___ # Round Tables w/6 chairs \$25 each
- ___ # High Top tables with linen
- ___ DJ Table \$25
- ___ Dance floor company?
- ___ Photo Booth company?

YOUR SERVICE PEOPLE

- Your main contact person/coordinator
- _____ Cell _____
- Person setting up _____
- Co-ordinator _____
- Officiant _____
- Florist _____
- Photographer _____
- Ceremony Music _____
- DJ/Band _____
- Baker _____
- Transportation _____
- Other _____
- Who takes leftover alcohol _____
- Who takes gifts _____
- Who takes envelopes _____
- Who removes your items _____

TIME LINE WORKSHEET

Give copy to your DJ, photographer, and your main contact person

Date of Event: _____ Name of Event _____ # of guests _____

Main Contact Person _____ cell _____ Table # _____

_____ PM **HOSPITALITY HOUSE** opens 4 hrs prior to ceremony

_____ PM **ROOM SET UP** Room opens 3 hours prior to your event for deliveries & set-up

_____ PM **PICTURES B4 CEREMONY**

a. Pictures at Hospitality House? _____ b. Pictures at Wellers? _____

_____ PM **USHERS DIRECT GUESTS TO CEREMONY SEATS** 30 minutes prior to ceremony.

a. You ushers seat guests and call bride to come from Hospitality House for ceremony

_____ PM **CEREMONY TIME** Allow 30 minutes for ceremony

_____ PM **BAR OPENS** 6 hrs for your reception starts at bar opening time

_____ PM **HORS D'OEUVRES** Allow 30-45 minutes. Start at bar opening time as bar.

_____ PM **SEAT GUESTS** Allow 20- 30 minutes depending on number of guests

a. Wellers will ring dinner bell at the seat guest time. Bride and groom should start moving toward entrance.

b. Rolls served at tables as guests are seated

_____ PM **GRAND ENTRANCE** 5- 10 minutes

_____ PM **TOAST and PRAYER INSIDE ROOM**

a. How many people are toasting? _____

b. How long for toasts? _____ How long for prayer? _____

_____ PM **SALAD SERVICE** Allow 20 minutes. Salads plated and served at tables right after toasts

_____ PM **DINNER SERVICE STARTS**

a. Allow 45 minutes for dinner service

b. Wellers will release 2 tables at a time to buffet by table number

_____ PM **FIRST CAKE CUT**

a. Who is cutting cake? _____

b. Are you saving the top of cake? _____ Box for top of cake? _____

_____ PM **FIRST DANCE** Allow 15 minutes

a. If first dance is in the CH gazebo DJ will announce this.

_____ PM **DANCE PARTY BEGINS** follows first dance

_____ PM **BAR CLOSSES** 6 hrs after bar opening time. Last call will be given 15 minutes prior to bar closing time

a. Music/DJ stops at this time

_____ PM **ROOM** 1 hr All decorations, gifts, flower arrangements removed after bar closes.

a. Who is taking your leftover alcohol? _____ Gifts? _____

OUR CONTACTS & BUDGET FOR OUR WEDDING

Reception Venue:

Company: Wellers' Inc

address: 555 W. Michigan

Saline, Michigan 48176

Phone: 734-429-2115

wellers2@aol.com

Liquor Supplier Required

Company: A&L Wine Castle

address: 2424 West Stadium

Ann Arbor, Michigan 48103

phone: 734-665-9463

fax: 734-665-9350

Hospitality House

Company: Wellers' Inc

113 W. McKay Saline 48176

Contact Person: 734-429-2115

Optional: \$125 4 hrs

Ceremony Location

Church or Wellers?:

Address:

Contact:

Cell:

Ceremony Officiate Usher/Leader

Company:

Contact Person:

Address:

Cell:

Ceremony Music-Microphone

Company:

Contact Person:

Address:

Cell:

Main Contact

Name:

Cell Phone:

Table #:

Someone not in wedding party

Bar Contact Person:

Name:

Cell Phone:

Table #:

Father of Bride or Groom

Hired Coordinator

Company:

Contact Person:

Address:

Cell:

Baker

Company:

Contact Person:

Address:

Cell:

Photographer

Company:

Contact Person:

Address:

Cell:

Florist

Company:

Contact Person:

Address:

Cell:

Photo Booth or Other

Company:

Contact Person:

Address:

Cell:

Accommodations: Hotel, B&B,

Company:

Contact Person:

Address:

Cell:

Bridal Dress & Tuxedo Rental

Company:

Contact Person:

Address:

Cell:

Transportation Services

Company:

Contact Person:

Address:

Cell:

DJ or Band

Company:

Contact Person:

Address:

Cell:

Other

Company:

Contact Person:

Address:

Cell:

WEDDING CEREMONY WORKSHEET

Attendants in ceremony: Place names on "x's" 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 _____ |

Officiant's Name _____ cell _____

Bride's Main Contact Person _____ cell _____

Weller's Banquet Manager: Andreea Saitis cell: 734-255-9939

USHERS

1. Lead Usher _____ cell _____ (he/she will call bride to come to ceremony area)
2. _____
3. _____
4. _____

TIMING OF CEREMONY

- | | |
|------------------------------------|----------------|
| Pictures taken before ceremony | _____ pm |
| Ushers 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

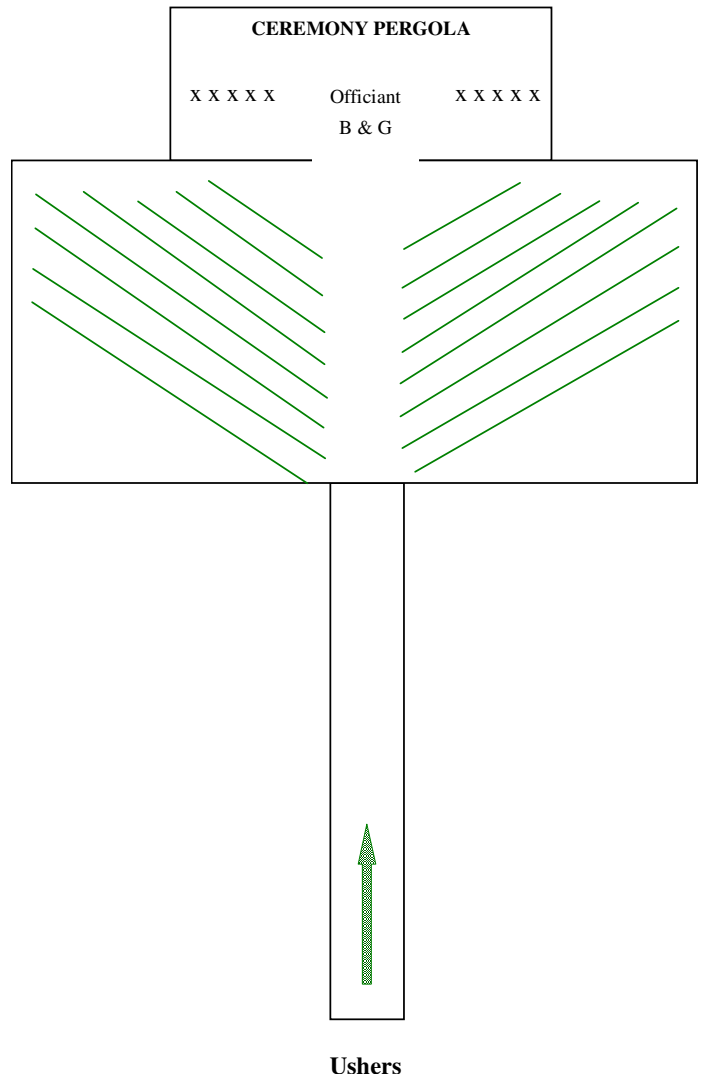
Order of participants walking up the wedding aisle
When half-way down aisle next couple should go

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

ORDER OF RECESSIONAL-after ceremony

Order of participants walking back down wedding aisle

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



OUTDOOR CEREMONIES & REHEARSALS

CEREMONY REHEARSALS AT WELLERS

Friday weddings: Thursday, Rehearse at 5:00 pm for 1 hour

Saturday weddings: Thursday, Rehearse at 6:00 pm for 1 hour

REHEARSAL GUIDELINES

1. Rehearsals are a "walk-through" to familiarize your participants with the order they walk down the aisle and where they stand at the ceremony site.
2. Wellers staff does not coordinate rehearsals or ceremonies.
3. Provide copies of your Ceremony Worksheet to ceremony participants
4. You do not need to provide music for the rehearsal
5. Banquet rooms are not open during rehearsals.
6. A restroom is open at rear of Carriage House for use during rehearsals
7. Food and beverages may not be brought in for rehearsals.
8. If another party is rehearsing, use waiting time to go over your Ceremony Worksheet with everyone.

CEREMONY CHEAT SHEET

Providing information to your wedding party is the key to a smooth event. Provide a printed copy of something like this at your rehearsal:

Ceremony area at Wellers: Carriage House =West Grounds ____ Raisin River Room =East Grounds ____

CEREMONY PARTICIPANTS DAY OF ARRIVAL TIMES

Who is coordinating your rehearsal and ceremony: _____

- | | | |
|------------------------------|---------------------|-----------------------|
| a. Ushers: seat guests | Arrival Time: _____ | Seat Guest Time _____ |
| b. Officiate: | Arrival Time: _____ | |
| c. Groomsmen | Arrival Time: _____ | |
| d. Parents | Arrival Time: _____ | |
| e. Flower girl & Ring Bearer | Arrival Time: _____ | |
| f. DJ/music provider | Arrival Time: _____ | |

NOTES TO TO GIVE TO WEDDING PARTY at REHEARSAL :

1. **Rehearsal dinner:** Name _____ Address: _____ Time _____
2. **Hotel: Name:** _____ Address: _____ Phone _____
3. **Hospitality House** (if you rented): 113 W. Mc Kay Street Saline, MI 48176 From _____ pm to _____ pm
4. Who should be at Hospitality House: _____
5. **Groom's Men** location prior to arrival at Wellers _____ Address _____
6. **"Day of" shuttle service:** Name: _____ Hotel pick-up ime _____ End of party pick-up time _____
7. Copies of **"Photo Shot-List"** from photographer so your everyone know which pictures they will be in after ceremony..
8. Who is bringing the **wedding rings** _____ **marriage license** _____ on day of wedding
9. Who is taking leftover alcohol after reception _____ gifts? _____
10. Who is getting envelopes the day of the reception: _____ *These should be removed before dancing starts.*
11. **Bar Closes at** _____ pm/am **Room must be vacated by?** _____ pm/am **Designated Drivers** _____
12. Who will be helping **remove decorations, centerpieces, favors**, etc. _____
13. Who will make **last minute check up** of room to make sure everything has been taken? _____

SEATING CHARTS

Carriage House Tables: Bridal Table : 18 seats max ; 15 Rectangle Tables: 6-10 each 8 Round s: 4-8 each

Raisin River Room Tables: Bridal Table 2; 15 Round Tables (6 each) 6 Square Tables (4 each) = 116 Maximum

Your seating chart ensures that your guests have a seat with people they know and who will enjoy each other's company. Display your seating chart at the entrance. Number your tables according to table numbering on THE Room Diagrams for your room:
 Room Diagrams: <http://wellersweddings.com> Children 5 and under are \$5 each. Indicate "B" for booster chairs and "H" for high chairs

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

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 appointment for Ninety-Day Planning Meeting with Wellers': 734-429-2115 or email: wellers2@aol.com
- 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.

THREE MONTHS BEFORE

- NINETY DAY PLANING MEETING with Wellers' Date & Time _____
- Finalize menu, linen, glassware details and estimated guest count at Ninety-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.

TWO MONTHS BEFORE

- 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 between 3-6pm
- 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.
- ___ Compile list "A" and list "B" guest lists. List "A" goes out two months prior to wedding. List "B" one month prior.
- ___ Choose best man and ushers.
- ___ Start planning and making necessary arrangements for the honeymoon.
- ___ Arrange hotel "bank of rooms" for out-of-town guests.
- ___ Arrange for ushers & officiant.

FOUR MONTHS BEFORE

- ___ Shop with fiancée for wedding rings.
- ___ 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)

THREE MONTHS BEFORE

- ___ 90-Day Planning meeting with Wellers': Date & Time _____
- ___ Finalize menu, linen, glassware details and estimated guest count with Wellers'; Pay 2/3 of your estimate.
- ___ Need names of your Main Contact & Bar Contact Persons to Wellers'. Go over details with you Main Contact Person
- ___ Set up final meeting with Wellers, the Friday, one week prior to your wedding.
- ___ Send out list "A" invitations with RSVP for one month prior to wedding

TWO MONTHS BEFORE

- ___ 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.
- ___ Send out list "B" invitations with RSVP for two weeks prior to wedding
- ___ Give all ushers, and contact people a copy of your worksheet with time line
- ___ Arrange wedding day transportation

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.
- ___ Meet with **A&L Wine Shoppe Contact Person: Maher 734-665-9463**
- ___ Reconfirm accommodations for out-of-town guests as RSVP start coming in.
- ___ Send completed Ceremony Worksheets (page 5) to your attendants, ushers and officiant, with rehearsal time info & map.

TWO WEEKS BEFORE

- ___ Get your marriage license. **200 North Main Street, Suite 100, Vital Records, Ann Arbor, Michigan, 734-222-6720.**
- ___ See that attendants get their wedding attire.

THE WEEK BEFORE

- ___ Final Meeting and payment to Wellers, Pay for Contracted Bartenders to Wellers.
- ___ Checks prepared for service people you will be paying the day of your wedding.
- ___ Pack clothes for honeymoon and reconfirm reservations. ___ If flying, make sure you have plane tickets.
- ___ Rehearsal at Wellers on Thursday the week 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 out thank you cards