



# WELLERS EVENT PLANNER

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

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

### Your Main Contact Person for Wellers:

1. Your 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. Your Main Contact Person should be given a copy of your completed:

SAMPLE TIMELINE Go to CEREMONIES link for more sample timelines: <http://wellersweddings.com>

**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 releast two tables at a time to the buffet*
- 7:30 pm Cake Cutting *1 hr after dinner*
- 7:45 pm Bridal Dance *Allow 15 minutes*
- 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 gaate is locked.

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

# 90-DAY MEETING PLANNING WORKSHEET

## PLANNING WORKSHEET:

Fill out and bring to your 90-day planning meeting. You will be required to pay 2/3 of your estimated invoice at this time.

### 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 Cake Cutting Time
- \_\_\_\_\_ PM Bridal Dance 10 min
- \_\_\_\_\_ PM Band/DJ Start
- \_\_\_\_\_ PM Bar Closing Time 6 hrs after open
- \_\_\_\_\_ PM Remove decorations 45 min

### CEREMONY INFORMATION

- \_\_\_\_\_ Ceremony at Wellers
- \_\_\_\_\_ Ceremony at other location
- \_\_\_\_\_ Round Unity Table
- \_\_\_\_\_ DJ supplying music & microphones
- \_\_\_\_\_ PA, bluetooth, & 1microphone \$100
- \_\_\_\_\_ Podium-Microphone 2 Microphones
- \_\_\_\_\_ Reading Stand \$25
- \_\_\_\_\_ Decoration Pergola

### HORS D'OEUVRES

- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

### MENU NAME

- \_\_\_\_\_ Cake Cutting Time
- \_\_\_\_\_ Wellers cuts & serves \$2.25 PP
- \_\_\_\_\_ Client Cuts Cake
- \_\_\_\_\_ Client Cuts Cake rents china \$.75
- \_\_\_\_\_ Cupcakes
- \_\_\_\_\_ Wellers Cupcake Service \$150

### ALCOHOL PURCHASE

**A &L Wine Castle 734-665-9463 Maher**

- \_\_\_\_\_ Liquor
- \_\_\_\_\_ # Kegs \_\_\_\_\_ (Carriage House)
- \_\_\_\_\_ # Cs Bottled Beer \_\_\_\_\_ (RR room)
- \_\_\_\_\_ Red Wine at Bar
- \_\_\_\_\_ White Wine at Bar
- \_\_\_\_\_ Signature Drinks
- \_\_\_\_\_ Tip Jar Allowed at Bar

### \_\_\_\_\_ OUTDOOR BAR \$175

- \_\_\_\_\_ Beer at Outdoor Bar

### \_\_\_\_\_ # BARTENDERS

Refer to Beverage Services link on website

### \_\_\_\_\_ 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 \$2.25pp \_\_\_\_\_
- \_\_\_\_\_ Wine Glasses at Bar # \_\_\_\_\_ \$.50 each
- \_\_\_\_\_ Champagne Glasses at tables .50 each

### LATE NIGHT SERVICES

- \_\_\_\_\_ PIZZA BUFFET No later than 11 pm
- \_\_\_\_\_ SNACKS time to serve
- \_\_\_\_\_ Pretzels .50 PP
- \_\_\_\_\_ Potato Chips .50 PP
- \_\_\_\_\_ Peanuts .75 PP
- \_\_\_\_\_ Warm Soft Pretzels 1.75 PP
- \_\_\_\_\_ Mixed Nuts 1.75 PP
- \_\_\_\_\_ Mulled Cider \$1.25 PP

### DESSERTS TABLE

- \_\_\_\_\_ Fancy Dessert Cakes Display \$6.95 PP
- \_\_\_\_\_ Dessert Bars \$2.95 PP
- \_\_\_\_\_ Handmade Cake Lollipops \$1.95 PP
- \_\_\_\_\_ Salted Caramel Cream 3.95 PP
- \_\_\_\_\_ Cupcake display service \$150

### 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 Rental \$100

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
- \_\_\_\_\_ Wellers 4 X 8 Stage \$125
- \_\_\_\_\_ Renting dance floor?

### YOUR SERVICE PEOPLE

MAIN CONTACT PERSON:

- \_\_\_\_\_ Cell \_\_\_\_\_
- Person setting up \_\_\_\_\_
- Officiant \_\_\_\_\_
- Florist \_\_\_\_\_
- Photographer \_\_\_\_\_
- Ceremony Music \_\_\_\_\_
- DJ/Band \_\_\_\_\_
- Cake \_\_\_\_\_
- Decorating Services \_\_\_\_\_
- Other \_\_\_\_\_
- Transportation \_\_\_\_\_
- Who takes leftover alcohol \_\_\_\_\_
- Who takes gifts \_\_\_\_\_

# 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**

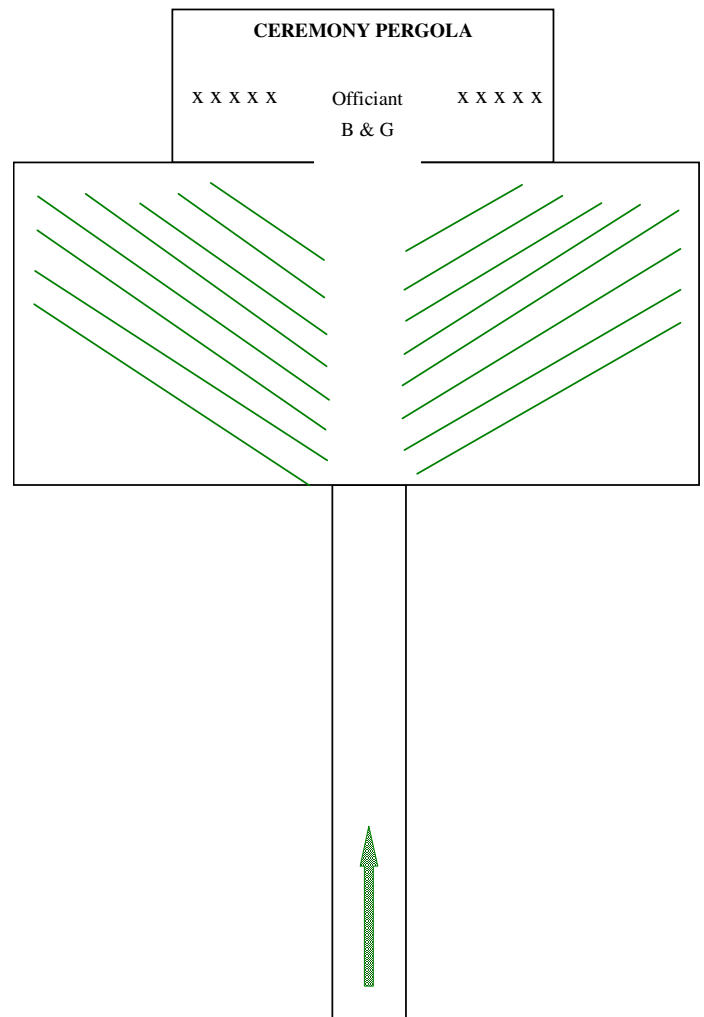
Order of participants walking up the wedding aisle  
*When half-way down aisle next couple should go*

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