



# 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)

# PLANNING YOUR WEDDING

## SCHEDULE TWO PLANNING MEETINGS WITH WELLERS

### I. 90-DAY PLANNING MEETING

Wellers' meets with you 90 days prior to your event to finalize details of your event. At the 90-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 90-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*  
5:00 pm Bustle Bridal dress *allow 15 minutes*  
5:20 pm Bride and Groom Grand Entrance *Allow 5 minutes*  
5:25 pm Toast and or Prayer *Allow 20 minutes. Make sure your DJ & photographer have the same timeline as Wellers!*  
5:35 pm Salads plated and placed on guest tables. *Allow 20 minutes*  
6:00 pm Dinner *45-60 minutes*  
6:20 pm Bride & Groom Walk About *Allow 30 min*  
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.
2. **Bar Contact Person:** This is usually bride or grooms father. The bartenders will let them know if you are running out of anything, give them tip at end of night if no tip jar etc. The Bar Contact person should introduce themselves to the bartenders.

## 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  
Champagne glasses \$.50 each  
All-glass bar: Carriage House: included through dinner; Raisin River Room: included for six hours  
Skirted DJ table and any additional skirted tables: \$25 each  
Round tables with six chairs set up under gazebo with linen \$25 per table (6 available)  
Round High-top bar tables with linen: \$20 per table (6 available)  
Clear square candleholders with votive candles \$2.00 each (includes candles)  
Black Farm Lanterns: \$5 each includes candle

## OPTIONAL SERVICES

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

# TIME LINE WORKSHEET

Make copies of final timeline for Photographer & DJ and your Main Contact Person.

- \_\_\_\_\_ PM **KEEPING ROOM** *Rental begins 4 hrs prior to your ceremony time*
- \_\_\_\_\_ PM **ROOM SET UP** *Your banquet room is opened 3 hours prior to your ceremony for deliveries & set-up*
- \_\_\_\_\_ PM **PICTURES B4 CEREMONY** *Allow 15 minutes FIRST LOOK? \_\_\_\_\_*
- \_\_\_\_\_ PM **CEREMONY TIME** *Allow at least 30 minutes for ceremony*
- \_\_\_\_\_ PM **BUSTLING BRIDAL DRESS** *Allow 15 minutes Who is helping? \_\_\_\_\_*
- \_\_\_\_\_ PM **BAR OPENS** *1/2 hour after ceremony start time. **BAR CONTACT PERSON** \_\_\_\_\_*
- \_\_\_\_\_ PM **HORS D'OEUVES** *Served when Bar Opens. Allow 30 minutes . Hors are passed inside and outside,*
- \_\_\_\_\_ PM **PICTURES AFTER CEREMONY** *Allow 30 minutes during cocktails and hors d'oeuvre service*
- \_\_\_\_\_ PM **SEAT GUESTS** *Start 1/2 hr to 45 min after bar opens. Allow 20 minutes for seating guests*
- \_\_\_\_\_ 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** *before dinner buffet. Allow 15 minutes Give copy of your timeline to DJ & Photographer!!*
- \_\_\_\_\_ PM **BLESSING** *Allow 5 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 **BRIDE & GROOM WALK-ABOUT** *Allow 30 minutes*
- \_\_\_\_\_ PM **CAKE CUTTING**  
*a. Typically starts one hour after Dinner buffet service 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.*  
*d. Let us know if you want the top of your cake saved. Baker should supply cake boxes*
- \_\_\_\_\_ PM **FIRST DANCE** *DJ makes an announcement that first dance will be:*  
*a. In gazebo \_\_\_\_\_ PM or b. In banquet 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 1 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*  
*e. Property gate locked one hour after close of bar. Cars left on property can be access next day by 8 am*
- \_\_\_\_\_ PM **ROOM CLOSES** *one hour after bar closes*

# 90-DAY WORKSHEET

Complete and bring to your **90-day planning meeting**. After meeting you will pay 2/3 of estimate by personal check or cash. No credit cards.

## 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 Bride bustling dress? \_\_\_ min ?
- \_\_\_ PM Bar Opens 6 hrs start to close
- \_\_\_ PM Hors Time 30-45 min
- \_\_\_ PM Seat guests: allow 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 to 1 hour
- \_\_\_ 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 Time
- \_\_\_ Who is overseeing rehearsal?
- \_\_\_ Ceremony at Wellers
- \_\_\_ Ceremony at other location
- \_\_\_ Round Unity Table
- \_\_\_ DJ supplying music & microphones?
- \_\_\_ Rent Wellers PA \$100
- \_\_\_ Rent Podium-Microphone \$100
- \_\_\_ Rent Reading Stand \$25

## HORS D'OEUVRES

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

## MENU No. & 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
- \_\_\_ Pretzels
- \_\_\_ Potato Chips
- \_\_\_ Peanuts
- \_\_\_ Chex Mix
- \_\_\_ Mixed Nuts
- \_\_\_ Mulled Cider
- \_\_\_ Warm Donuts & Mulled Cider
- \_\_\_ Donuts only
- \_\_\_ Warm Bavarian Pretzels

## 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
- \_\_\_ Handmade Cake Lollipops \$2.25 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
- \_\_\_ Farm Lanterns \$5 each w candle
- \_\_\_ # Skirted Service Tables \$25 ea
- \_\_\_ Flower Tower Vases \_\_\_ \$5
- \_\_\_ Portable PA w/1 microphone \$100
- \_\_\_ Podium Microphone
- \_\_\_ Floor Easel \$25
- \_\_\_ Table Easel \$5
- \_\_\_ Speaker Sound System \$175

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

## DANCE PAVILION/GAZEBO

- \_\_\_ # Round Tables w/6 chairs \$25 ea
- \_\_\_ # High Top tables with linen \$20 ea
- \_\_\_ DJ Table \$25
- \_\_\_ Dance floor company?
- \_\_\_ Photo Booth company?

## YOUR SERVICE PEOPLE

Your main contact person or paid coordinator

\_\_\_\_\_ Cell \_\_\_\_\_

Person setting up \_\_\_\_\_

Coordinator \_\_\_\_\_

Officiant \_\_\_\_\_

Who is bustling bridal dress? \_\_\_\_\_

Florist \_\_\_\_\_

Photographer \_\_\_\_\_

Ceremony Music \_\_\_\_\_

DJ/Band \_\_\_\_\_

Baker \_\_\_\_\_

Shuttle Name \_\_\_\_\_ # \_\_\_\_\_

Hotel Name \_\_\_\_\_

Who takes leftover alcohol \_\_\_\_\_

Who takes gifts \_\_\_\_\_

Who takes envelopes \_\_\_\_\_

Who removes your decorations \_\_\_\_\_

# 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

## Wellers' Hospitality House Rental

**name:** Keeping Room

**address:** 113 West McKay

Saline, Michigan 48176

*May be rented for 4 hours for bridal party*

## Ceremony if not at Wellers

**name:**

**address:**

**phone:**

**cell:**

## Ceremony Officiant

**name:**

**address:**

**phone:**

**cell:**

## Transportation/ Shuttle

**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:**

## Hotel

**name:**

**address:**

**phone:**

**cell:**

## DJ or Band

**name:**

**address:**

**phone:**

**cell:**

## Bridal Gown & Bustling Dress

**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:**

# WELLERS CEREMONY REHEARSAL CHECKLIST

- Rehearsals are schedule on Thursdays: Friday weddings rehearse @ 5 pm and Saturday weddings rehearse at 6 pm.
- There is noone present from Wellers for the rehearsal or the ceremony so it is important that you complete the Ceremony Worksheet & printed copies to everyone involved in your ceremony.

Providing information to your wedding party is the key to a smooth event.

1. Ceremony Time: \_\_\_\_\_ Arrival times the day of the wedding: ushers, grooms men, parents etc list  
**Raisin River Room uses the East Ceremony Grounds; Carriage House uses the West Ceremony Grounds**
  - a. Ushers: Arrival Time: \_\_\_\_\_ Seat Guest Time for ceremony \_\_\_\_\_
  - b. Officiate Arrival Time: \_\_\_\_\_
  - c. Groomsmen Arrival Time: \_\_\_\_\_
  - d. Parents Arrival Time: \_\_\_\_\_
  - e. Flower girl & Ring Bearer Arrival Time: \_\_\_\_\_
  - f. DJ or ceremony music provider Arrrival Time: \_\_\_\_\_ *DJ's do not typically come to the Rehearsal*
1. If ceremony is not at Wellers: Location: \_\_\_\_\_ Time \_\_\_\_\_
2. Rehearsal dinner: Name \_\_\_\_\_ Address: \_\_\_\_\_ Time \_\_\_\_\_
3. Hotel: Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone \_\_\_\_\_
4. Bridal party getting ready at: \_\_\_\_\_ Phone \_\_\_\_\_
5. **Wellers Hospitality House** (if you rented): **113 W. Mc Kay Street Saline, MI 48176** Arrival Time \_\_\_\_\_
6. Who should be at Hospitality House: \_\_\_\_\_
7. Where and when grooms men will be the day of the wedding \_\_\_\_\_ and time to arrive at Wellers. \_\_\_\_\_
8. "Day of" shuttle service: Name: \_\_\_\_\_ Hotel pick-up time \_\_\_\_\_ End of party pick-up time \_\_\_\_\_
9. If no shuttle what is the transportation plan for guests who have been drinking?  
*10. Cars may be left at Wellers overnight. They must be picked up between 7 am and 11 am the following morning.*
11. Copies of "Photo Shot-List" from your photographer so your ceremony participants know which pictures they will be in after ceremony.
12. Emphasize that they should not leave ceremony site after ceremony for photos.
13. Who is bringing the wedding rings \_\_\_\_\_ marriage license \_\_\_\_\_
14. Who will help with bustling brides dress? \_\_\_\_\_ Where? \_\_\_\_\_ Did you practice? \_\_\_\_\_
15. Who will help with after-party clean up when party ends. . \_\_\_\_\_
16. a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_
17. Assign someone to do a final walk-through of the room to check for things left behind: \_\_\_\_\_
18. Who is taking leftover alcohol at bar closing \_\_\_\_\_ gifts?  
\_\_\_\_\_
19. Who is getting money envelopes the day of the reception: \_\_\_\_\_ *Wellers provides a mail box for this*

**Additional Notes :**

# 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**

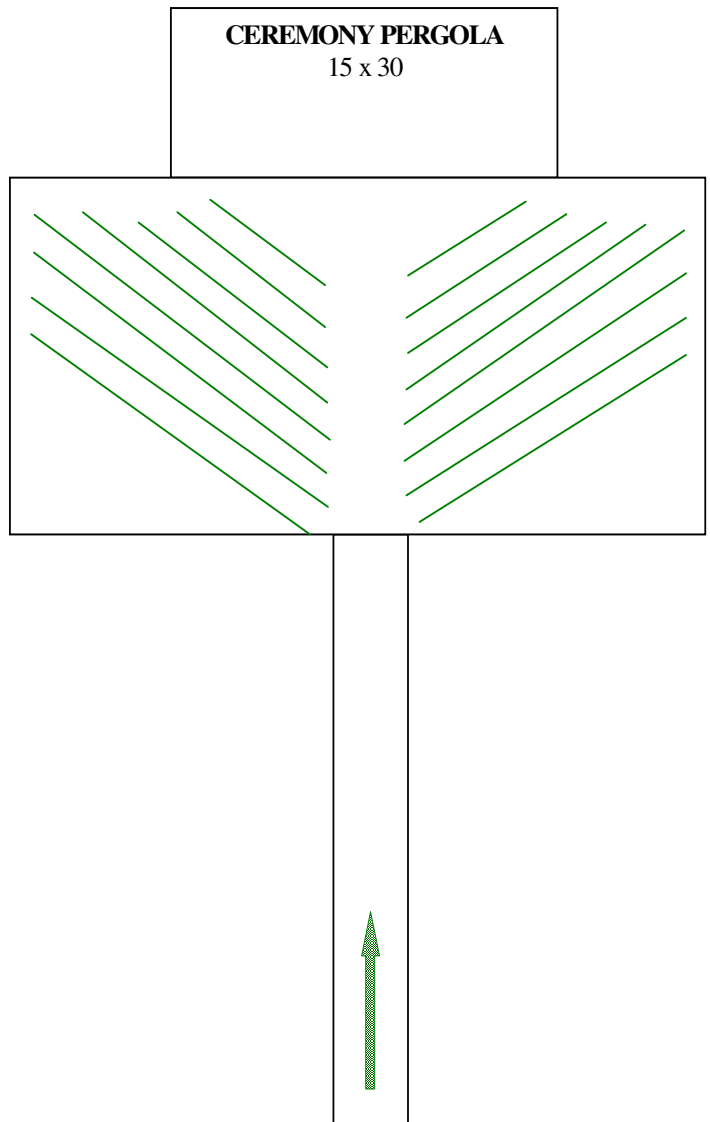
- Order of participants walking up the wedding aisle
1. \_\_\_\_\_ & \_\_\_\_\_
2. \_\_\_\_\_ & \_\_\_\_\_
3. \_\_\_\_\_ & \_\_\_\_\_
4. \_\_\_\_\_ & \_\_\_\_\_
5. \_\_\_\_\_ & \_\_\_\_\_

**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



# GUEST SEATING ASSIGNMENTS INSIDE ROOM

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

CARRIAGE HOUSE: 23 tables + bridal table Maximum in room = 232  
RAISIN RIVER ROOM: 18 tables + bridal table Maximum in room = 119  
HENRY FORD ROOM: 14 tables + bridal table Maximum in room = 104

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 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 bustling dress with person who will be helping you the day of wedding
- \_\_\_\_\_ 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!
- \_\_\_\_\_ Send flowers or a telegram of appreciation

# 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.

## 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 "A" invitations with RSVP for one month 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.
- \_\_\_\_ Send out list "B" invitations with RSVP for two weeks prior to wedding
- \_\_\_\_ 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.
- \_\_\_\_ Meet with **A&L Wine Shoppe Contact Person: Maher 734-665-9463**
- \_\_\_\_ See that attendants get their wedding attire.

## THE WEEK BEFORE

- \_\_\_\_ Final Meeting and payment to Wellers, Contracted Bartenders.
- \_\_\_\_ 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.

