

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 busting 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 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 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

- Main contact person or paid coordinator
- _____ Cell _____
- Person setting up _____
- Coordinator _____
- Officiant _____
- Who is busting bridal dress? _____
- Florist _____
- Photographer _____
- Ceremony Music _____
- DJ/Band _____
- Baker _____
- Shuttle Name _____
- Hotel Name _____
- Who takes gifts _____
- Who takes envelopes _____
- Who is doing final room check _____

Wellers staff does not oversee ceremonies or ceremony rehearsals

There is a ceremony worksheet in Wellers Event Planner