



WELLERS EVENT PLANNER

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

[http: wellersweddings.com](http://wellersweddings.com)
email: 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

YOUR 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

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.

FILL OUT AND MAKE COPIES FOR YOUR THURSDAY REHEARSAL

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 Arrival 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*

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

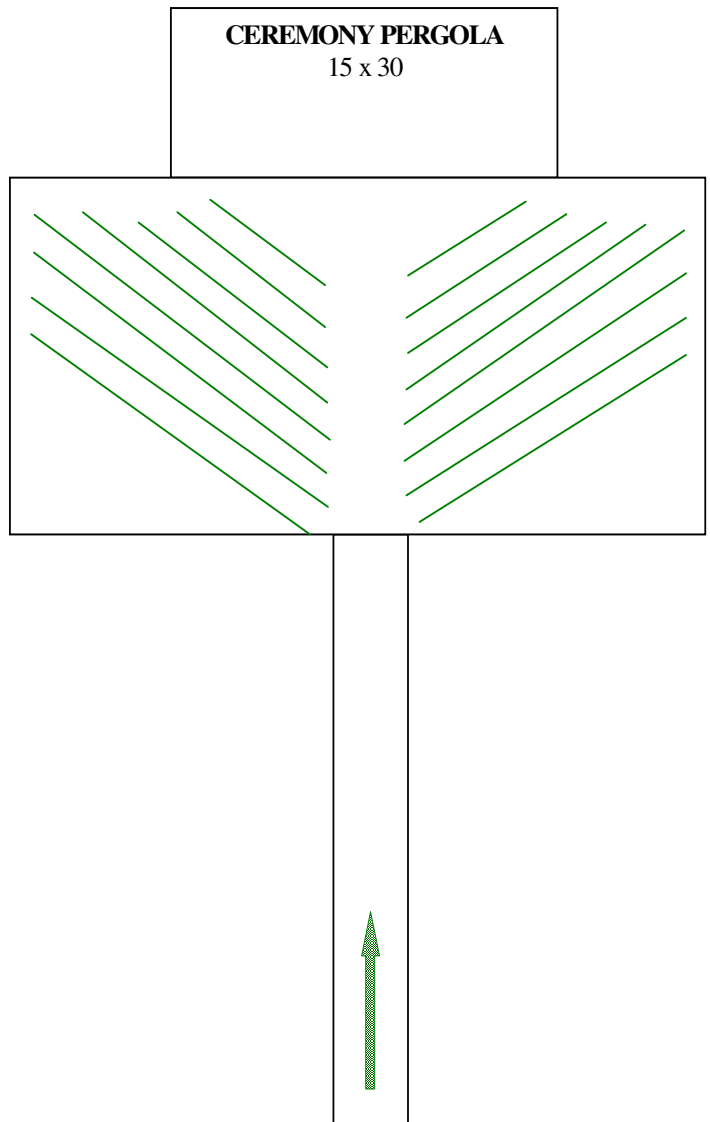
- Order of participants walking up the wedding aisle
1. _____ & _____
2. _____ & _____
3. _____ & _____
4. _____ & _____
5. _____ & _____

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.

BRIDE'S CHECKLIST (continued)

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.

PREPARING YOUR PHOTO SHOT-LIST FOR YOUR WEDDING

A shot list is simply a checklist of the individual shots that you need or want to take. It helps photographers be efficient with their time and stay within your timeline. At your Thursday rehearsal, give everyone a copy of this shot list so wedding party and family remain at ceremony grounds for photos. Modify as needed. :)

Pre-Ceremony: 3 hrs prior to ceremony

- The bride getting her hair and makeup done
- The bride putting on her dress
- Still lifes of the bride's dress, shoes, headpiece, jewelry, and bouquet
- The bride pinning a corsage on her mom

List Names:

At Venue before ceremony: 1 hr prior to ceremony

- The groom with the best man
- The groom with the groomsmen, ushers, and ring bearer
- The groom pinning a boutonniere on his dad

Bridal Party leaving for Ceremony: 30 minutes prior to ceremony

- The bridal party leaving for the ceremony
- The wedding party arriving at venue
- The bride and her dad arriving
- The groom and his best man at the altar

Processional (Walking down aisle)

- The bridal party walking down the aisle
- The bride and her dad walking down the aisle
- The bride's mom walking down the aisle
- The groom's mom and dad walking down the aisle
- The bride's and groom's grandparents walking down the aisle
- The groom's reaction to seeing the bride

Ceremony Vows

- The bride's dad giving her away
- The person doing the readings
- The bride and groom listening to the officiant
- The bride and groom during the vow exchange
- The bride's and groom's parents watching from their seats
- The officiant performing the ceremony
- The newlyweds exchanging a kiss
- The bride and groom walking up the aisle as newlyweds

After Ceremony: allow 40 minutes *These people remain at ceremony site after ceremony*

- Freelance photos: bride, groom, bridal party
- Family portraits on property

Reception

- The bride and groom making grand entrance
- The toasts

After Dinner

- The cake cutting and the bride and groom feeding each other
- Freelance photos of b & g outdoors while guests finishing dinner

First Dances

- The bride and groom's first dance together as husband & wife
- The groom dancing with his mom
- The bride dancing with her Dad
- The groom removing the bride's garter
- The garter toss, flower toss
- Freelance romantic photos b & g on property
- The bride and groom leaving the reception and getting in getaway car
