

# 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 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*

**Additional Notes :**