

TIME LINE WORKSHEET when CEREMONY is not at WELLERS

Where are you having your ceremony? _____ Driving time to Wellers? _____

- _____ PM **HOSPITALITY HOUSE** Where is wedding party coming from?
- _____ PM **ROOM SET-UP TIME AT WELLERS** Room opens 3 hours prior to your ceremony.
- _____ PM **PICTURES AT CHURCH BEFORE CEREMONY?**
- _____ PM **USHERS SEAT GUESTS FOR CEREMONY SEATS** 30 minutes prior to ceremony.
- _____ PM **CEREMONY TIME** Allow 30 minutes for ceremony
- _____ PM **RECEIVING LINE AT CHURCH AFTER CEREMONY?**
- _____ PM **PICTURES AT CHURCH AFTER CEREMONY?**

RECEPTION STARTS AT WELLERS:

- _____ PM **BAR OPENS** When guests arrive from Church. You have six hours for your reception from Bar Opening time.
- _____ PM **HORS D'OEUVRES** Allow 30-45 minutes. Start at bar opening time as bar.
- _____ PM **BRIDE & GROOM ARRIVE AT WELLERS**
- _____ PM **PICTURES AT WELLERS?**
- _____ 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:** When bride and groom arrive from **Church if no pictures at Wellers**
- _____ PM **TOAST and PRAYER INSIDE ROOM**
 - a. How many people are toasting? _____ Prayer? _____ Allow 5 minutes per each toast and 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 CLOSSES** 45 Minutes r All decorations, gifts, flower arrangements removed after bar closes.
 - a. Who is taking your leftover alcohol? _____ Gifts? _____