

PLANNING WORKSHEET: Fill out and bring to your sixty-day planning meeting. You will be required to pay 2/3 of your estimated invoice at this time. Final payment & seating diagram is required at **FINAL MEETING**, one week prior to your event.

TIME LINE

Insert your start time in the blanks.

Hospitality House Rental _____ PM 4 hrs
Pictures B-4 Ceremony PM _____ 1 hr
Room Opens _____ PM 3 hrs prior to ceremony for deliveries and set-up
Ceremony at Wellers _____ PM 30 min
Ceremony Away from Wellers _____ PM
Bar Opens: _____ PM 6 hrs start to close
Hors Time _____ PM 30-45 min
Seat guests for Dinner _____ PM 20 min
B&G Grand Entrance _____ PM 10 min
Toast _____ PM 3-10 min
Prayer _____ PM 3-5 min
Salad Served at Tables _____ PM 20 min
Buffet Starts _____ PM 45 min- 1 hr
Cake Cutting Time _____ PM
Bridal Dance _____ 10 min
Band/DJ Start _____ PM Finish _____ PM
Bouquet Toss _____ PM 15 min
Bar Closing Time _____ 6 hrs after open
Music Ends _____ PM 6 hrs after bar opens
Gifts Delivered to Car _____ PM
Leftover Alcohol in car _____ PM

CEREMONY INFORMATION

Ceremony Grounds Yes No \$ _____
Chairs _____
Chairs for Musicians _____
Round Unity Table Yes No N/C
DJ supplying music? Yes No Time _____
DJ supplying microphones? Yes No
Portable PA w/MP3 hook-up _____ \$100
Podium-Microphone Yes No \$100
Reading Stand Yes No \$25
Other _____

HORS D'OEUVRES TIME _____ PM

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____

BUFFET RELEASE TIME _____ PM

MENU NAME _____ \$ _____

CAKE CUTTING TIME _____ PM

- Wellers Cake Cutting Service \$2.25 PP
- Client Cuts Cake \$0 Bring in plates, forks, napkins
- Client Cuts Cake & rents china plates \$.75 pp
- Cupcakes \$0 Bring in own napkins, boxes

ALCOHOL PURCHASE

A & L Wine Castle 734-665-9463 Maher

Are you serving:

Liquor Yes No

Kegs _____ (Carriage House)

Cs Bottled Beer _____ (HF & RR room)

Red Wine at Bar _____

White Wine at Bar _____

After Dinner Liqueurs Yes No

Tip Jar Allowed at Bar

TOAST TIME _____ PM

1 Bottle Open at each table Yes No

Champagne at Head Table Only Yes No

Toast with regular drinks Yes No

Allow how much time _____

GLASS RENTAL OPTIONS

Your beverage service includes plastic-ware at the bar.

You may rent:

Tumblers, rock & wine glasses _____ \$2.25pp

Wine Glasses at Bar # _____ \$.50 each

Champagne Glass Rental _____ \$.50 each

OUTDOOR BAR SET-UP Yes No \$175

Open _____ PM Close _____ PM

BARTENDERS *Paid at your final meeting one week prior to your event. \$20/hr. Bartenders require one hour for set up and one hour for clean up in addition to six hours of service.*

The number of bartenders is determined by the number of guests and the bar services you require. Generally:

See Beverage Services page for guidelines.

ADDITIONAL BARTENDERS

Minimum of 4 hrs @ \$20/hour

Outdoor Bar _____

Pouring at tables _____

Passing champagne or wine _____

Other _____

PIZZA BUFFET _____ PM

Yes No \$2 PP No later than 11 pm

Pizza Buffet in Location _____

SNACKS _____ PM

Pretzels _____

Mixed Nuts _____

Potato Chips _____

Peanuts _____

BANQUET ROOM SET UP

Seating Diagram is required with # of Seats @ each table at your final meeting. See Room Diagram page for guidelines.

Guests _____ # of Tables _____

Seats @ Bridal Table _____

See Max on Room Diagram pages on website

Highchairs _____ # Booster Seats _____

White or Ivory Overlays _____

Napkin Color _____

Floor-Length Tablecovers Rental Yes No

RENTAL ITEMS

Candle Holders w/ candles # _____ \$2 ea

Bringing in own candles Yes No

Skirted DJ Table on Stage _____ \$25/table

Flower Tower Vase _____ \$5 w/ Silk Flowers _____ \$15

Portable PA w/1 microphone Yes No \$100 each

Floor Easel _____ \$25 Table Easel _____ \$5

Registry/Sign In Table _____ No Charge

Handicap Ramp (HF) _____ No Charge

Placecard Table _____ No Charge

Gift Table & Mailbox _____ No Charge

Table Numbers _____ No Charge

DANCE PAVILION/GAZEBO

Used for: _____

Round Tables w/6 chairs/linen _____ \$25 each

DJ Table _____ Location _____

Wellers 4 X 8 Stage _____ \$125

Dance Time to Start _____

Decorations for Gazebo Describe

YOUR SERVICE PEOPLE

MAIN CONTACT: *Someone from your event who is not in your bridal party.*

Main Contact Person _____

Person setting up _____

Officiant _____

Florist _____

Photographer _____

Ceremony Music _____

DJ/Band _____

Cake _____

Decorating Services _____

Other _____

Car assigned for gifts _____

Car to take leftover alcohol _____