



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

TWO PLANNING MEETINGS with Wellers

- 90-Day Planning Meeting

We will send you an email with possible dates and times for this meeting.

1. Please complete the 90-day Planning Worksheet our event planner.
2. At the end of this meeting we give you a print-out with everything you wanted/ordered
3. You will be given your first Invoice at the close of the meeting
4. Pay two-thirds of this invoice with a personal check, cashiers checks or cash.

- Final Meeting

The final meeting is scheduled at the close of your 90-day meeting

1. It is 7-10 days prior to your wedding
2. We will review your entire event with you.
3. You will need to submit your final seating diagram
4. Pay final invoice: personal check
5. Pay bartenders : personal check

TWO CONTACT PEOPLE FROM YOUR EVENT

Some events hire a wedding coordinator. If you want to forego that expense you can recruit two people for contacts for Wellers and for the Bartenders. It is a good idea to have your main contact come to the Final Planning meeting. We schedule this meeting 7-10 days prior to your event. They will get a print out from Wellers that has all of your options on it. You should also give them your Vendor Contacts

MAIN CONTACT PERSON

Main Contact Person _____ Cell # _____

At Table # _____ Give them: Vendor Contact List _____ Final Worksheet _____

1. Give them a copy of your 90-day Final Worksheet and a copy of your Vendor Contact List (included in this package)
2. Pick someone not in wedding party and no moms or dads
3. The most common person is an Aunt
4. The main contact person: this is the person we would go to if something comes up

BAR CONTACT PERSON:

Your Bar Contact Person is _____ Cell _____

Sitting at Table # _____ Cell Phone # _____

1. Typically the father of either bride or groom
2. The Bar Contact person should introduce themselves to the bartenders
3. 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.
4. If there is a problem with anyone at the bar they will let the Bar Contact know.
5. If you run out of anything at the bar

90- 60 DAY PLANNING WORKSHEET

Fill out and bring to your planning meeting. You will be required to pay 2/3 of your estimated invoice at this time.

TIME LINE

Insert your start time in the blanks.

- ___ PM Hospitality House Rental 4 hrs
- ___ PM Add Hours at Hospitality House
- ___ PM Pictures BXridal Party *at house*
- ___ PM Pictures Groom & Groomsmen
- ___ PM Opens for decorating 3hrs b4
- ___ PM Ceremony at Wellers 30 min
- ___ PM Ceremony Away from Wellers
- ___ PM Bar Opens 6 hrs start to close
- ___ PM Hors Time same as bar time
- ___ PM Seat guests for 20 min
- ___ PM Rolls & Salad at Tables 20 min
- ___ PM B&G Grand Entrance 10 min
- ___ PM Toast 3-10 min
- ___ PM Prayer 3-5 min
- ___ PM Buffet Dinner Starts 45 min- 1 hr
- ___ PM Cake Cutting Time
- ___ PM Bridal Dance 10 min
- ___ PM Band/DJ Start
- ___ PM Snacks Served
- ___ PM Bar Closing Time 6 hrs after open
- ___ PM Remove decorations 45 min

CEREMONY INFORMATION

- ___ Ceremony at Wellers
- ___ Ceremony at other location
- ___ Round Unity Table
- ___ DJ supplying music & microphones
- ___ Reading Stand \$25
- ___ Decoration Pergola

HORS D'OEUVRES

- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

MENU NAME _____

- # Gluten Free Meals
- Name & Table # _____
- Name & Table # _____
- Name & Table # _____
- Name & Table # _____

ALCOHOL PURCHASE

A & L Wine Castle: Maher: 734-665-9463

Bar Contact _____

Cell # _____

Who is taking leftover liquor?

- ___ # Bartenders \$200 each
- ___ CH-Outdoor Bar **\$175**
- ___ Beer at Outdoor Bar
- ___ Liquor Delivered on Thursday
- ___ # Kegs ___ (Carriage House)
- ___ # cs bottled beer ___ (RR room only)
- ___ Red wine at bar
- ___ White wine at bar
- ___ Signature drink ? (*need recipe*)
- ___ Tip jar allowed at bar ?

___ TOAST TIME Toast Options:

- ___ Guests Toast with regular drinks
- ___ Champagne at head table only
- ___ Champagne glasses .50 each
- ___ One bottle champagne at each table
- ___ how many people presenting a toast ?
- ___ Min Allow 5 minutes per toast

DESSERTS OPTIONS See Menu

- ___ Wedding Cake
- ___ Bringing in Cupcakes
- ___ Outside vendor supplying desserts \$100
- ___ Wellers Fancy Dessert table
- ___ Wellers Dessert bars
- ___ Wellers Cake lollipops
- ___ Wellers Cupcake display service
- ___ Wellers Mulled Cider & Donuts

Wedding Cake Cutting Options

- ___ Client cuts & brings in set ups \$0
- ___ Client cuts & rents china plate .75 pp
- ___ Wellers cuts & serves cake \$2.25 PP
(*Includs china plate, fork & napkin*)

LATE NIGHT SNACKS

- No later than 10:30 pm
- ___ Time to serve
- ___ Pizza
- ___ Warm German Pretzels

BANQUET ROOM SET UP

- ___ # Guests
- ___ # Seats @ bridal table _____
- ___ # Highchairs ___ # Booster Seats
- ___ CH Vintage Floral skirting rental
- ___ CH white skirting rental
- ___ RR white skirting
- ___ White or Ivory Overlays
- ___ Bringing in table runners?
- ___ Napkin color _____
- ___ Outside linen company Time _____

RENTAL ITEMS

- ___ Bringing in own candles/holders
- ___ Wellers Black farm lanterns \$5 ea
- ___ Wellers Floor Easel \$25
- ___ Wellers Table Easel \$5
- Placecard table, gift table, table numbers and envelope mailbox are provided

DANCE PAVILION/GAZEBO

- ___ # Round tables w/6 chairs \$25 each
- ___ # High-top bar tables with linen
- ___ Skirted DJ table \$25
- ___ Other skirted tables \$25 each

YOUR VENDORS

Your main contact person:

_____ cell _____

Is your main contact a paid wedding planner? Yes No cell _____

Person setting up _____

Offical _____

Point person for ceremony & rehearsal?

_____ cell _____

Florist _____ cell _____

Photo _____ cell _____

Ceremony Music _____

DJ/Band _____

Baker _____ cell _____

Hotel _____

Transportation _____

Who takes gifts _____

Who takes envelopes _____

EXPANDED TIME LINE

Give copies to your DJ, Photographer and Main Contact

- _____ PM **HOSPITALITY HOUSE** or Hotel Rental begins 4 hrs prior to your ceremony time
- _____ PM Room Open for Deliveries of Flowers Cake, DJ
- _____ PM Pictures before ceremony Allow 15 minutes First Look _____
- _____ PM SHUTTLE PICK UP at Hotel
- _____ PM **CEREMONY** Allow at least 30 minutes for ceremony
- _____ PM Pictures after Ceremony Allow 30 minutes during cocktails and hors d'oeuvre service
- _____ PM **BAR OPENS** 1/2 hour after ceremony start time. BAR CONTACT PERSON _____
- _____ PM Hors D'oeuvres Passed when Bar Opens. Allow 30 minutes . Hors are passed inside and outside,
- _____ PM Bustling wedding dress Allow 15 minutes Who is helping? _____
- _____ PM **SEAT GUESTS** Wellers ring dinner bell to seat guests Warm rolls & salads on tables
- _____ PM **GRAND ENTRANCE** 20 minutes after "Seat Guests" time. DJ makes announcement for them to enter
- _____ PM Toast and Blessing before dinner buffet. Allow 15 minutes
- _____ PM **DINNER** Bride & Groom escorted to Buffet Table; Release two tables at a time to the buffet
- _____ PM Bride & Groom do a Walk to thank guests after dinner
- _____ PM Cake Cutting 3 options for cake cutting
- Wellers cuts and servers included china and flatware \$2.25 pp
 - Event cuts and rents china plates \$.75 each
 - Event cuts and brings in plastic ware and napkins \$0
- _____ PM First Dances: DJ makes announcement "Please join us for the first dance as husband and wife"
- a. In gazebo _____ PM for Carriage House
 - b. In banquet room _____ PM for Raisin River Room
- _____ PM **BAR CLOSSES** 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 CLOSSES 45 minutes to one hour after bar closes.
- _____ PM SHUTTLE PICK UP 45 minutes to one hour after bar closes.

VENDOR CONTACTS

VENUE

Company Wellers Inc.
Contact: Wendy Weller
Phone 734-429-2115
Email wellers2@aol.com

ALCOHOL PURCHASE

Company A&L Wine Castle
Contact: Maher
Address 2424 West Stadium A2
Phone 734-665-9463

HOSPITALITY HOUSE

Name Wellers Hospitality House
Contact 734-904-4760
Address 113 W. McKay Saline, MI
Email wellers2@aol.com

BRIDE

Name _____
Contact _____
Email _____
Cell Phone _____

MY MAIN CONTACT PERSON

Name _____
Contact _____
Email _____
Cell Phone _____

MY BAR CONTACT PERSON

Name _____
Contact _____
Email _____
Cell Phone _____

CEREMONY LOCATION

Company _____
Contact _____
Address _____
Cell Phone _____

CEREMONY MUSIC

Company _____
Contact _____
Address _____
Cell Phone _____

HOTEL

Name _____
Contact _____
Email _____
Cell Phone _____

FLORIST

Company _____
Contact _____
Address _____
Cell Phone _____

BRIDAL DRESS

Company _____
Contact _____
Address _____
Cell Phone _____

HAIR & MAKE UP

Name _____
Contact _____
Email _____
Cell Phone _____

PHOTOGRAPHER

Company _____
Contact _____
Address _____
Cell Phone _____

TUXEDO – MEN'S WEAR

Company _____
Contact _____
Address _____
Cell Phone _____

BAKER

Name _____
Contact _____
Email _____
Cell Phone _____

VIDEOGRAPHER

Company _____
Contact _____
Address _____
Cell Phone _____

DJ or BAND

Company _____
Contact _____
Address _____
Cell Phone _____

HOTEL

Name _____
Contact _____
Email _____
Cell Phone _____

FLORIST

Company _____
Contact _____
Address _____
Cell Phone _____

SET UP PERSON

Company _____
Contact _____
Address _____
Cell Phone _____

TRANSPORTATION

Name _____
Contact _____
Email _____
Cell Phone _____

WORHEET FOR CEREMONY REHEARSAL

- Rehearsal Time for Friday weddings: 4:00 pm
- Rehearsal Time for Saturday weddings 6:00 pm

REHEARSAL GUIDELINES

1. Rehearsals are a "walk-through" so your participants know when to walk down the aisle and where they stand at the alter
2. Wellers staff does not coordinate rehearsals or ceremonies.
3. Provide copies of your Ceremony Worksheet to ceremony participants
4. You do not need to provide music for the rehearsal
5. Banquet rooms are not open during rehearsals.
6. A restroom is open at rear of Carriage House for use during rehearsals
7. Food and beverages may not be brought in for rehearsals.
8. If another party is rehearsing, use waiting time to go over your Ceremony Worksheet with everyone.
9. Bar Opens 30 minutes after ceremony start time

REVIEW CEREMONY & EVENT WITH YOUR WEDDING PARTICIPANTS & FAMILY:

- Point Person for your ceremony: Name: _____ cell _____
- Ceremony Locations: Carriage House is on West Grounds Raisin River Room is on East Grounds ____

Arrival time at Wellers:

- | | |
|------------------------------|---------------------|
| a. Ushers: | Arrival Time: _____ |
| b. Officiate : | Arrival Time: _____ |
| c. Groomsmen | Arrival Time: _____ |
| d. Bride & Bridesmaids | Arrival Time: _____ |
| e. Parents & family | Arrival Time: _____ |
| f. Flower girl & Ring Bearer | Arrival Time: _____ |

1. If ceremony is not at Wellers: Location: _____ Time _____
2. Are you decorating ceremony structures Yes ____ No ____
3. Rehearsal dinner: Name _____ Address: _____ Time _____
4. Hotel: Name: _____ Address: _____ Phone _____
5. Ladies Staging Area: Hospitality House (if you rented): *113 W. Mc Kay Street Saline, MI 48176* Arrival Time _____
6. Who should be at Hospitality House: Bridal Party _____ Brides Mom _____ Groom's Mom _____ Grandmother's _____
7. What will you be doing at Hospitality House: Hair & Make up _____ Dressing _____ Lunch Delivery/pick up from _____
8. Is there a salon for hair and make up if not at Hospitality House or Hotel? _____ phone _____
9. Where and when **grooms men** will be staged before the wedding _____
10. Shuttle Service: _____ Hotel or location pick-up _____ Pick Up Time _____ End of party pick-up time _____
11. All participants need to remain at ceremony area for pictures after ceremony. Prepare your "Photo Shot-List"
12. Who is bringing the wedding rings _____
13. Who is bringing marriage license _____
14. Where and when are you signing marriage license after ceremony? _____
15. Who will help with after-party clean up when party ends. . _____
16. Who is taking leftover alcohol after reception _____ gifts _____
17. Who is getting envelopes the day of the reception: _____
18. Bar does not open before ceremony; and opens 30 minutes after ceremony starts.

Other notes to your wedding party:

CEREMONY REHEARSAL WALK-THROUGH WORKSHEET

Wedding Party

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 _____
11.	_____	Title _____	Phone _____
12.	_____	Title _____	Phone _____
13.	_____	Title _____	Phone _____
14.	_____	Title _____	Phone _____
15.	_____	Title _____	Phone _____
16.	_____	Title _____	Phone _____
17.	_____	Title _____	Phone _____
18.	_____	Title _____	Phone _____

ORDER of PROCESSIONAL

- Officiate stands at the altar facing audience
- Groom and best man enter before processional and stand at the altar
- Bridesmaids and groom’s men walk in pairs (if there are uneven numbers, the odd person can walk alone, or two maids or groomsmen can walk together).
- The maid or matron of honor walks alone
- The ring bearer walks alone, followed by the flower girl
- Bride & escort (typically her father)

WHERE to STAND at the ALTAR:

- Bride stands on the left, the groom on the right, facing the officiant.
- The best man stands beside the groom, with the ring bearer and groom’s men to his right.
- The maid of honor stands beside the bride, with the flower girl and bridesmaids to her left.
- If your child attendants are too young to stand quietly throughout the wedding ceremony, it's fine to have them stop at the end of the aisle and sit with a waiting parent.

TIMING

Pictures taken before ceremony at	_____ pm
Seat guests for ceremony at	_____ pm
Wedding processional starts at	_____ pm
Wedding vows start time	_____ pm
Length of entire ceremony	_____ min
Pictures taken after ceremony	_____ min
Participants remain for pictures	_____ min
Bar Opens 30 min after ceremony	_____ min



Assign someone not in your wedding ceremony as a point person for rehearsal and ceremony:

POINT PERSON _____ cell _____

OFFICIANT'S NAME _____ cell _____

MUSIC FOR CEREMONY _____ cell _____

PHOTO SHOT-LIST FOR YOUR PHOTOGRAPHER

How long did you hire your photographer for? from _____ to _____ pm #hours _____

____ pm **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 _____

____ pm **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 _____

____ pm **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 _____

____ pm **Ceremony Processional**

- 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 _____

____ pm **Ceremony Vows**

- The bride's dad giving bride 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 _____

____ pm **After Ceremony: allow 40 minutes**

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

____ pm **Reception**

- The bride and groom making grand entrance
- The toasts

____ pm **Bride & Groom after they are done eating**

- Walk around to each table and thank guests for coming ending at the cake table
- Bride & Groom cut cake _____
- Golden Hour : B& G go outside on grounds for photos while guests are having cake and coffee _____

____ pm **Traditional Dances & ...**

- The bride and groom's first dance together as husband & wife Time _____
- The groom dancing with his mom _____
- The bride dancing with her Dad _____

SEAT ASSIGNMENTS WORKSHEET

- **Carriage House Tables:** Bridal Table : 18 seats max ; 15 Rectangle Tables: 6-10 each 8 Round s: 4-8 each
- **Raisin River Room Tables:** Bridal Table 2; 15 Round Tables (6 each) 6 Square Tables (4 each) = 116 Maximum
- Display your seating chart at the entrance.
- Number your tables according to table numbering on Room Diagrams download from : <http://wellersweddings.com>
- Room Diagrams: go to: Indicate "B" for booster chairs and "H" for high chairs
- Indicate Gluten Free Guests on table # with GF and name

Adults _____ + # Children five and under _____ + # Vendors _____ = _____ Total Guest Count

Wedding Party 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 Table 24

Brides Family # of Guests: Adults _____ Children _____ Grooms Family: # Guests Adults _____ Children _____

BRIDE'S CHECKLIST BY MONTH

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

- _____ 90-day Planning 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.
- _____ Give Wellers' name of your Main Contact Person Usually a friend, they will handle: guest book, favors, gifts, cake parts
- _____ Give Main 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.

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 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 Yippee!!!!
- _____ Moving etc... life goes back to normal!

GROOM'S CHECKLIST BY MONTH

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 Castle: 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.
- Have the best man and the maid of honor sign the wedding certificate as witnesses.

AFTER THE WEDDING

- Send flowers or a telegram of appreciation