



# WELLERS EVENT PLANNER

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

<http://wellersweddings.com>

email: [wellers2@aol.com](mailto: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 printout with everything you wanted/ordered.
3. You will be given your first Invoice at the close of the meeting.
4. Pay one-half of this invoice with a personal check, cashier's checks or cash.

### Final Meeting

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

1. It is 10-14 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(s).

## 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 to occur 10-14 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 a copy of your Vendor Contacts.

### MAIN CONTACT PERSON

Main Contact Person \_\_\_\_\_ Cell # \_\_\_\_\_

At Table # \_\_\_\_\_ Give them: Vendor Contact List \_\_\_\_\_ Final Worksheet \_\_\_\_\_

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

### BAR CONTACT PERSON:

Bar Contact Person \_\_\_\_\_ Cell \_\_\_\_\_

Sitting at Table # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

- Typically the father of either bride or groom.
- The Bar Contact person should introduce him or herself to the bartenders.
- 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.
- If there is a problem with anyone at the bar they will let the Bar Contact know.
- Bar contact typically takes the leftover alcohol at the end of the night

# 90- DAY PLANNING WORKSHEET

Fill out and bring to your 90-day planning meeting. You will be required to pay 1/2 of your estimated invoice at this time.

## TIME LINE

Insert your start time in the blanks.

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

## CEREMONY INFORMATION

- \_\_\_ Ceremony at Wellers
- \_\_\_ Ceremony at other location
- \_\_\_ Round Unity Table
- \_\_\_ DJ supplying music & mics
- \_\_\_ Reading Stand \$25
- \_\_\_ Podium/Microphone \$100
- \_\_\_ Decoration Pergola

## HORS D'OEUVRES

- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

## MENU NAME \_\_\_\_\_

# Gluten Free Meals

- We will need names and table they are seated at at your final meeting.

## ALCOHOL PURCHASE

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

Bar Contact \_\_\_\_\_

Cell # \_\_\_\_\_

\_\_\_ CH Outdoor Bar Set Up \$175

*If having outdoor bar will need minimum 3 bartenders.*

\_\_\_ # Kegs \_\_\_ (Carriage House only)

\_\_\_ # Kegs at Outdoor Bar (CH only)

\_\_\_ # cs bottled beer \_\_\_ (RR room)

\_\_\_ Red & white wine at bar

\_\_\_ Tip jar allowed at bar?

## TOAST OPTIONS:

\_\_\_ One bottle champagne at each table

\_\_\_ Guests Toast with regular drinks

\_\_\_ Champagne at head table only

\_\_\_ Champagne glasses (.50 each)

\_\_\_ How many people presenting a toast?

(Allow 5 minutes per toast)

## DESSERT OPTIONS (See Menu)

\_\_\_ Wedding Cake

\_\_\_ Bringing in Cupcakes

\_\_\_ Outside vendor desserts \$100

\_\_\_ Wellers Fancy Dessert table

\_\_\_ Wellers Dessert bars

\_\_\_ Wellers Cupcake display service

\_\_\_ Wellers Mulled Cider & Donuts

## WEDDING CAKE Cutting Options

\_\_\_ Client cuts & brings in set ups \$0

\_\_\_ Clientcuts & rents china plate .75 pp

\_\_\_ Wellers cuts & serves cake \$2.25 PP

*(Includes plates, forks & napkins)*

## LATE NIGHT SNACKS

\_\_\_ Pizza

\_\_\_ Warm Bavarian Pretzels

\_\_\_ Cider & Warm Donuts (Fall only)

\_\_\_ Serve at (no later than 10:30 pm)

Other details not mentioned above:

## BANQUET ROOM SET UP

\_\_\_ Anticipated # Guests

\_\_\_ # Seats @ Head table \_\_\_\_\_

\_\_\_ # Highchairs \_\_\_ # Booster Seats

\_\_\_ Bringing in table runners?

\_\_\_ Napkin color \_\_\_\_\_

\_\_\_ Outside linens? 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 \$25ea

\_\_\_ # High-top bar tables with linen

\_\_\_ Skirted DJ table \$25

\_\_\_ Other skirted tables \$25 each

## YOUR VENDORS

Name & cell of your main contact:

\_\_\_\_\_

Will your paid planner attend planning meetings with Wellers? Yes No

Who is setting up? \_\_\_\_\_

Point person for ceremony & rehearsal?

Florist: \_\_\_\_\_

Photographer: \_\_\_\_\_

Ceremony Music - DJ/Band:

\_\_\_\_\_

Baker: \_\_\_\_\_

Hotel: \_\_\_\_\_

Shuttle Service \_\_\_\_\_

What is size of shuttle bus? \_\_\_\_\_

How many guests on shuttle \_\_\_\_\_

Who takes gifts? \_\_\_\_\_

Who takes envelopes? \_\_\_\_\_

Who is checking room at end of night for things left behind: \_\_\_\_\_

# of Vendors requiring a meal \_\_\_\_\_

# **EXPANDED TIME LINE**

**Give copies to your DJ, Photographer & Main Contact**

\_\_\_\_\_ **HOSPITALITY HOUSE** or Hotel (*HH Rental begins 4 hrs prior to your ceremony time*)

\_\_\_\_\_ Room Open for Deliveries of Flowers, Cake, DJ

\_\_\_\_\_ Pictures before ceremony: *Allow at least 15 minutes* First Look? \_\_\_\_\_

\_\_\_\_\_ SHUTTLE PICK-UP at Hotel

\_\_\_\_\_ **CEREMONY** *Allow at least 30 minutes for ceremony*

\_\_\_\_\_ Pictures after Ceremony: *Allow at least 30 minutes* during cocktails and hors d'oeuvre service

\_\_\_\_\_ **BAR OPENS** 1/2 hour after ceremony start time.

BAR CONTACT PERSON \_\_\_\_\_

\_\_\_\_\_ Hors D'oeuvres: Passed (indoors & outdoors) when Bar Opens. *Allow at least 30 minutes*

\_\_\_\_\_ Bustling wedding dress? *Allow 15 minutes* Who is helping? \_\_\_\_\_

\_\_\_\_\_ **SEAT GUESTS** Wellers rings dinner bell to seat guests – Warm rolls & salads on tables

\_\_\_\_\_ **GRAND ENTRANCE** 20 minutes after Seat Guests time. DJ makes announcement for them to enter

\_\_\_\_\_ Toasts and Blessing before dinner buffet: *Allow 15 minutes*

\_\_\_\_\_ **DINNER** Bride & Groom escorted to Buffet Table; Then we release two tables at a time to the buffet

\_\_\_\_\_ Bride & Groom do a Walk to thank guests after dinner

\_\_\_\_\_ Cake Cutting – 3 options for cake cutting:

- Wellers cuts and serves – includes china and flatware \$2.25 per person
- Event person cuts and rents Wellers china plates \$.75 per person
- Event person cuts and brings in plastic ware and napkins \$0

\_\_\_\_\_ First Dances: DJ makes announcement “Please join us for the couple’s first dance”

- In gazebo \_\_\_\_\_ PM for Carriage House
- In banquet room \_\_\_\_\_ PM for Raisin River Room

\_\_\_\_\_ **BAR CLOSES** *six hours after bar opens*

- Last call will be given 15 minutes prior to bar closing time
- Band must stop at this time; You have 1 hour to vacate building
- Liquor boxed up and placed in your designated car
- Gifts & decorations broken down and packed up and placed in designated car
- Property gate locked one hour after close of bar. Cars left on property can be access next day by 8 am

\_\_\_\_\_ **ROOM CLOSES** 45 minutes to one hour after bar closes

\_\_\_\_\_ **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**

## CLIENT

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## CEREMONY LOCATION

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## FLORIST

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## PHOTOGRAPHER

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## VIDEOGRAPHER

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## OTHER:

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## OTHER:

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## ALCOHOL PURCHASE

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

## MAIN CONTACT PERSON

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## CEREMONY MUSIC

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## DRESSES

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## TUXEDOS

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## DJ or BAND

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## SET UP PERSON

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## OTHER:

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## HOSPITALITY HOUSE

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

## BAR CONTACT PERSON

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## HOTEL

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## HAIR

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## MAKE UP

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## BAKER

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## TRANSPORTATION

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## OTHER:

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

# WORKSHEET FOR CEREMONY REHEARSAL

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

## REHEARSAL GUIDELINES

- This is a "walk-through" so that your participants know when to walk down the aisle, and where they stand at the altar.
- Wellers staff does not coordinate rehearsals or ceremonies.
- Provide copies of your Ceremony Worksheet to ceremony participants.
- You do not need to provide music for the rehearsal.
- Banquet rooms are not open during rehearsals.
- Restrooms are open at the rear of the Carriage House for use during rehearsals.
- Food and beverages may not be brought in for rehearsals.
- If another party is rehearsing, use waiting time to go over your Ceremony Worksheet with everyone.

## 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:

- Ushers: Arrival Time: \_\_\_\_\_
- Officiant: Arrival Time: \_\_\_\_\_
- Groom & Groomsmen: Arrival Time: \_\_\_\_\_
- Bride & Bridesmaids: Arrival Time: \_\_\_\_\_
- Parents & family members: Arrival Time: \_\_\_\_\_
- Flower girls and/or Ring Bearer: Arrival Time: \_\_\_\_\_

If ceremony is not at Wellers: Location: \_\_\_\_\_ Time: \_\_\_\_\_

Are you decorating ceremony structures? Yes \_\_\_\_\_ No \_\_\_\_\_

Rehearsal dinner: Name: \_\_\_\_\_ Address: \_\_\_\_\_ Time: \_\_\_\_\_

Hotel: Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone \_\_\_\_\_

Bridal Party Staging: Hospitality House (if you rented): **113 W. McKay Street Saline, MI 48176** Arrival Time: \_\_\_\_\_

Who should be at Hospitality House: Bridal Party \_\_\_\_\_ Brides Mom \_\_\_\_\_ Groom's Mom \_\_\_\_\_ Grandmothers \_\_\_\_\_

What will you be doing at Hospitality House: Hair & Make up \_\_\_\_\_ Dressing \_\_\_\_\_ Lunch Delivery/pick up: \_\_\_\_\_

Is there a salon for hair and make up if not at Hospitality House or Hotel? \_\_\_\_\_ Phone \_\_\_\_\_

Where and when **grooms men** will be staged before the wedding? \_\_\_\_\_

Shuttle Service: \_\_\_\_\_ Hotel or location pick-up \_\_\_\_\_ Pick Up Time \_\_\_\_\_ End of party pick-up time \_\_\_\_\_

All participants need to remain at ceremony area for pictures after ceremony. Prepare your "Photo Shot-List"

- Who is bringing the wedding rings \_\_\_\_\_
- Who is bringing marriage license \_\_\_\_\_
- Where and when are you signing marriage license after ceremony? \_\_\_\_\_
- Who will help with after-party clean up when party ends? \_\_\_\_\_
- Who is taking leftover alcohol after reception \_\_\_\_\_ Gifts \_\_\_\_\_
- Who is getting envelopes the day of the reception: \_\_\_\_\_

Bar does not open before ceremony; it/they will open 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

- Officiant stands at the altar facing audience.
- Groom and best man enter before processional and stand at the altar.
- Bridesmaids and groomsmen walk in pairs (if there are uneven numbers, the person can walk alone, or two bridesmaids/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 groomsmen 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 starts at	_____ 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** \_\_\_\_\_

**OFFICIANTS 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 \_\_\_\_\_
- Stills 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 \_\_\_\_\_
- 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 \_\_\_\_\_
- The groom removing the bride's garter \_\_\_\_\_
- The garter toss, flower toss \_\_\_\_\_



## SEATING ASSIGNMENTS WORKSHEET

- **Carriage House Tables:** Head Table 2; Bridal Party: 16 seats max; 15 Rectangle Tables: 6-10 each; 8 Rounds: 4-8 each
- **Raisin River Room Tables:** Head Table 2; 15 Round Tables 4-6 each; 6 Square Tables 2-4 each = 116 Maximum
- Display your seating chart at the entrance.
- Number your tables according to table numbering on our Room Diagrams
- Indicate "B" for booster chairs and "H" for highchairs
- 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 – PAGE 1

## 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 One-Half 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 – BY MONTH – PAGE 2

## 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 St., 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

## 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 officiant's 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.

## AFTER THE WEDDING

- \_\_\_\_\_ Send flowers or a telegram of appreciation