



WELLERS EVENT PLANNER

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

[http: wellersweddings.com](http://wellersweddings.com)
email: wellers2@aol.com

THANK YOU FOR BOOKING YOUR WEDDING AT WELLERS!

Please use this Event Planning packages as a guide. We will work through each item at your planning meetings
If you hired a Coordinator it is obviously in your best interest for them to attend meetings

WHAT HAPPENS NEXT...

90-DAY PLANNING MEETING

- We will email you out available meeting dates and times for you to schedule this meeting. We scheule planning meetings on Monday and Thursdays.
- For this first meeting, you will need to fill out (to the best of your ability) the 90-day Worksheet in Wellers
- From the selections you make we will give you your 90-day invoice payable at that time by personal check.
- We will provide you with a print out showing any TBD Items to work on
- We will schedule your final meeting for the week prior to your wedding on a Monday or Thursday

FINAL PLANNING MEETING

- The final meeting is the week prior to your wedding
 - You will need to bring your final RSVP and SEATING CHART
 - We will run your final invoice and deduct what you paid at your 90-day meeting and deduct your Venue Deposit .
 - You will need pay your Final Invoice by personal check oash.
 - You will also need to pay each bartender we have scheduled for you by personal check or cash
-

WHAT IS INCLUDED IN YOUR ESTIMATE

- A Banquet Manager who oversees beverage and dinner service.
1. Wellers Banquet Manager is not a Wedding Coordinator.
 2. If you wish to hire a coordinator who will offer expanded planning services , decor set ups, vendor coordination. ceremony coordination Go to [Recommended Vendor](#) link
 3. Air Conditioned Rooms
- Two Planning Meetings * Detailed Print Outs of Wedding & Seating Diagrams
 - Two Entree Meal the Feast * Buffet Chafers * Serving Utensils * Framed Menu Sign
 - Banquet Servers
 - Indoor Bar Set Up with Non-Alcoholic Beverages & Basic Bar Condiments * Bar Glasses * Wine Glasses
 - China * Flatware * Linens * Water Gobets * Water Pitchers * Creamers * S&P
 - Banquet Tables * Linens * Chivalri Chairs
 - 30 X 60 Dance pavilion (CH)
 - Outdoor Seating Area * Patio Umbrellas * Outdoor lighting
 - Complimentary On-site Thursday Rehearsal Time

WEDDING CHECKLIST BY MONTH

SIX TO TWELVE MONTHS BEFORE

- Determine the guest list
- Select a wedding date and time.
- Make a preliminary budget..
- Book your ceremony and venue.
- Start compiling names and addresses of guests.
- Select bridal attendants and attire
- Have fiancé select his attendants and attire
- Research accommodations in the area and reserve a bank of rooms
- Using the Recommended Services List on Wellers website & the Vendor Contact List begin building your list of vendors.

FOUR MONTHS BEFORE _____

- Make appointment for Ninety-Day Planning Meeting with Wellers: 734-429-2115 or email: wellers2@aol.com
- Meet with officiant and write wedding vows together if doing non-traditional ceremony.
- Make final selection of your Vendors : Hotels, Transportation, DJs, Baker, Florist, Officiant, Photographer etc.

THREE MONTHS BEFORE

- 90-day planning meeting with Wellers. Complete the Worksheet in this package.
- Schedule Final Meeting with Wellers for one week prior to your wedding
- Address invitations and announcements. They should be mailed four to six weeks before wedding.

TWO MONTHS BEFORE

- Order invitations and personal stationary. (Don't send invitations until one month prior to wedding)
- Finalize all details with photographer, florist, menu, linens, etc.
- 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.
- Make appointments with hairdresser

ONE MONTH BEFORE

- Send out list "B" invitations with RSVP for two weeks prior to wedding
- Get blood test and marriage license.
- Get necessary forms to change names on Social Security card, driver's license, insurance and medical plans, bank accounts
- 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.
- Contact guests who have not responded.
- Give photographer the list of pictures you want.
- Meet with A&L to order your liquor.

ONE WEEK BEFORE

- Final Meeting for final review of wedding details, final guest count, final payment, bartender payments
- Rehearsal with all participants, reviewing their duties.

DAY BEFORE

- Thursday Rehearsal
- Attend rehearsal dinner party.

ON YOUR WEDDING DAY

- Arrive at Hospitality four hours prior to ceremony for hair and makeup. (or other staging area you have chosen, hotel, arbnb, etc..)
- Fix hair or have an appointment to have it done at least three to four hours before the ceremony.
- Have all accessories together.
- If pictures are being taken before the ceremony, then have yourself and attendants ready about two hours before the ceremony.

AFTER THE WEDDING

- Post pictures on social media
- Write and mail thank-you notes.
- Set up meeting with photographer to make selections

BASIC TIMELINES FOR EACH ROOM

CARRIAGE HOUSE BASIC

5 PM TIMELINE

- _____ 1:00 PM Bridal Party at Hospitality House
- _____ 3:00 PM Photographer arrives at Hospitality House
- _____ 3:30 PM First Look with Father OR Groom
- _____ 4:00 PM Groom & Groomsmen arrive at ceremony
- _____ 4:30 PM Guests arrive and seated for ceremony
- _____ 4:45 PM Bride Arrives for Ceremony
- _____ 5:00 PM Ceremony 4 pm to 4:30 pm
- _____ 5:30 PM Cocktail Hour: Bar Opens & Hors' doeuvres
- _____ 6:00 PM Seat Guests for dinner;
- _____ 6:30 PM Grand Entrance B&G and wedding party
- _____ 6:45 PM Toast/Speeches & Blessing allow 5 min ea
- _____ 7:00 PM Dinner Service
- _____ 20-30 minutes B&G Walk around tables
- _____ 8:15 PM Cake Cutting – Photos
- _____ 8:30 PM Golden Hour Photos Bride and Groom
- _____ 8:45 PM B&G First Dance & Special Dances
- _____ 8:45 PM Dance Floor Opens
- _____ 10:00 PM Snacks
- _____ 11:00 PM Last Call & Final
- _____ 11:30 PM Bar Closes: music stops, lights up!!
- _____ 11:30 PM Remove decorations
- _____ 11:15 PM Property Closed

Cars may be left and picked 7 am and 11 am next day

RAISIN RIVER BASIC

4 PM TIMELINE

- _____ 12:00 PM Bridal Party at Hospitality House
- _____ 2:00 PM Photographer arrives at Hospitality House
- _____ 2:30 PM First Look with Father OR Groom
- _____ 3:00 PM Groom & Groomsmen arrive at ceremony
- _____ 3:30 PM Guests arrive and seated for ceremony
- _____ 3:45 PM Bride Arrives for Ceremony
- _____ 5:00 PM Ceremony 4 pm to 4:30 pm
- _____ 4:30 PM Cocktail Hour: Bar Opens & Hors'
- _____ 5:00 PM Seat Guests for dinner;
- _____ 5:30 PM Grand Entrance B&G and wedding party
- _____ 5:45 PM Speeches & Blessing allow 5 min ea
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- _____ 7:45 PM Dance Floor Opens
- _____ 9:00 PM Snacks
- _____ 10:00 PM Last Call & Final
- _____ 10:30 PM Bar Closes: music stops, lights up!!
- _____ 10:30 PM Remove decorations
- _____ 10:15 PM Property Closed

Cars may be left and picked 7 am and 11 am next day

90- DAY PLANNING WORKSHEET

Fill out and bring to your planning meeting. You will be required to pay 50% of your 90-day 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 & Groomsman
- ___ 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
- ___ DJ supplying music & microphones
- ___ Reading Stand for officiant \$25
- ___ Urns for wedding aisle
- ___ # chairs for ceremony (RR)

HORS D'OEUVRES

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

MENU NAME _____

Wellers will

- Seat guests and release guests to buffet
- Set up tables with flateware, napkins, Water goblets, S&P, creamers
- Plate & serve salads and rolls at tables.
- Set up and break down buffet line
- Serve coffee and water and clear tables

ALCOHOL PURCHASE

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

- Bar Contact _____
Cell # _____
Who is taking leftover liquor?
___ # Bartenders
___ CH-Outdoor Bar
___ Beer at Outdoor Bar
___ # Kegs ___ (Carriage House)
___ # cs bottled beer ___ (RR room only)
___ Red wine at bar
___ White wine at bar

TOAST TIME Toast Options:

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

DESSERTS OPTIONS See Menu link

- ___ Wedding Cake
- ___ Bringing in Cupcakes
- ___ Bringing in Set Ups for Desserts?
- ___ Is Baker delivering & setting up
- ___ Is Client is setting up desserts
- ___ Name _____

as _____
Person setting up desserts _____
ir:

Wedding Cake Cutting Options

- ___ Client cuts & brings in set ups \$0
- ___ Rent China Plates and forks 75 pp
- ___ Wellers cuts & serves cake \$2.25 PP
(Includes china plate, fork & napkin)

LATE NIGHT SNACKS

- No later than 9:30 pm
- ___ Time to serve
 - ___ Pizza
 - ___ Warm German Pretzels
 - ___ Warm Donuts

BANQUET ROOM SET UP

- ___ # Guests
- ___ # Seats @ bridal table _____
- ___ # Highchairs ___ # Booster Seats
- ___ White or Ivory Overlays RR ONLY
- ___ Napkin color _____

Describe your table centerpieces:

RENTAL ITEMS

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

DANCE PAVILION TABLES

- 4 Round tables w/6 chairs
- 2 High-top bar tables with linen
- Skirted DJ table Provided

YOUR VENDORS

Your main contact person:

_____ cell _____

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

Who is setting up _____

Officiant _____

Point person for ceremony & rehearsal?
_____ cell _____

Florist _____ cell _____

Photo _____ cell _____

Ceremony Music _____

DJ/Band cell _____

Baker _____ cell _____

Hotel _____

Transportation _____

Who takes gifts _____

Who takes envelopes _____

Who wil check for items at end of night

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

Ceremony Attendants

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 groomsman 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 : up to 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 _____