



WELLERSWEDDINGS PLANNING PACKAGE

555 West Michigan Avenue
Saine, Michigan 48176

Website: wellersweddings.com

PLANNING A WEDDING AT WELLERS

FIRST MEETING 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.

SECOND MEETING 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. Give Wellers your final seating diagram and guest count
3. Pay final invoice: personal check.
4. Pay bartenders: personal check(s).

YOUR MAIN CONTACT PERSON

Your Main Contact Person _____ Cell # _____

1. Give them a copy of your 90-day Final Worksheet and a copy of your Vendor Contact List
2. Pick someone not in wedding party; typically not 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.

YOUR BAR CONTACT PERSON:

Bar Contact Person _____ Cell _____

Seated 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.

BASIC TIMELINES FOR EACH ROOM

RAISIN RIVER BASIC

4 PM CEREMONT 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

_____ **4:00 PM Ceremony**

_____ **4:30 PM : Bar Opens & Pass Appetizers**

_____ 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

_____ 6:00 PM Dinner Service

_____ 6:30 PM 20-30 minutes B&G Walk around tables

_____ 7:15 PM Cake Cutting – Photos

_____ 7:30 PM Golden Hour Photos Bride and Groom

_____ 7:45 PM B&G First Dance & Special Dances

_____ 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

CARRIAGE HOUSE BASIC

5 PM CEREMONY 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**

_____ **5:30 PM Bar Opens & Pass Appetizers**

_____ 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

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 *(same as bar time)*
____ Seat guests for Dinner *20 min*
____ Rolls & Salad at Tables *20 min*
____ B&G Grand Entrance *10 min*
____ Toasts *3-10 min*
____ Buffet Dinner Starts *45 min- 1 hr*
____ Bride & Groom Walk About
____ Cake Cutting Time
____ Golden Hour Photos outdoors
____ Bridal Dance *10 min*
____ Band/DJ Start Dance Party
____ Snacks Served
____ Bar Closing Time *6 hrs after open*
____ Remove decorations *45 min*

CEREMONY INFORMATION

____ Ceremony at Wellers
____ Ceremony at other location
____ DJ supplying music & mics
____ DJ Table \$25
____ Reading Stand \$25
____ Urn Rental \$15ea

HORS D'OEUVRES

_____ \$ _____
_____ \$ _____
_____ \$ _____

MENU NAME _____

Gluten Free Meals _____

Need name & table # at final meeting

Vegan Meals _____ \$5 extra

Need name & table # at final meeting

ALCOHOL PURCHASE

A&L Wine Castle: Maher: 734-665-9463
Bar Contact _____
Cell # _____

Event Insurance Certificate # _____
____ # of Bartenders____
____ Beer at Outdoor Bar
____ Liquor Delivered on Thursday
____ # Kegs____ *(Carriage House only)*
____ # cs bottled beer ____*(RR room)*
____ Red wine at bar
____ White wine at bar

TOAST TIME OPTIONS:

____ Guests Toast with regular drinks
____ Champagne at head table only
____ Champagne glasses *(.50 each)*
____ One bottle at each table
____ # toasts/Speeches 5 min each
____ Blessing 5 min

DESSERT OPTIONS

____ Bringing in Wedding Cake
____ Bringing in Cupcakes
____ Bringing in Dessert Table
(No Refrigeration at Wellers)
____ Wellers Mulled Cider & Donuts

Wedding Cake Cutting Options

____ Client cuts & brings in set ups \$0
____ Rents china plate .75 pp
____ Wellers cuts & serves cake \$2.25
(Includes china plates, forks)
____ Wellers displays your desserts
____ Wellers displays your cupcakes

LATE NIGHT SNACKS

No later than 10:00 pm
____ Time to serve
____ Pizza
____ Warm Bavarian Pretzels
____ Cider & Donuts *(Fall only)*

BANQUET ROOM SET UP

____ # Guests
____ # Seats @ Head table _____
____ # Highchairs ____ #Booster Seats
____ Bringing in chargers?
____ Napkin color _____

TABLE DECORATIONS

____ Centerpieces Describe
____ Bringing in candles

RENTING FROM WELLERS

____ Farm Lanterns w candle \$5 ea ____ Floor
Easel \$25
____ Table Easel \$5
*Placecard table, gift table, table numbers and envelope
mailbox are provided*

PAVILION/GAZEBO SET UP

____ # Round tables w/6 chairs
____ # High-top bar tables \$20ea
____ Skirted DJ table \$25
____ Other skirted tables \$25 each

YOUR VENDORS

Your main contact person:
_____ Cell: _____

Person setting up: _____

Time to set up _____

Officiant: _____

Point person for ceremony & rehearsal?

Dance Floor _____

Florist: _____

Cell: _____

Photographer _____

Cell: _____

Ceremony Music _____

Baker: _____

Cell: _____

Hotel: _____

Transportation: _____

Who takes gifts? _____

Who takes envelopes? _____

Final Room Check? _____

VENDOR CONTACTS & BUDGET

VENUE

Company Wellers Inc.
Contact: Wendy Weller
Phone 734-904-4760
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 St., Saline, MI
Email wellers2@aol.com

CLIENT

Name _____
Contact _____
Email _____
Cell Phone _____

MAIN CONTACT PERSON

Name _____
Contact _____
Email _____
Cell Phone _____

BAR CONTACT PERSON

Name _____
Contact _____
Email _____
Cell Phone _____

CEREMONY LOCATION

Company _____
Contact _____
Address _____
Cell Phone _____

DRESSES

Company _____
Contact _____
Address _____
Cell Phone _____

HOTEL

Name _____
Contact _____
Email _____
Cell Phone _____

CEREMONY MUSIC

Company _____
Contact _____
Address _____
Cell Phone _____

TUXEDOS

Company _____
Contact _____
Address _____
Cell Phone _____

HAIR

Name _____
Contact _____
Email _____
Cell Phone _____

FLORIST

Company _____
Contact _____
Address _____
Cell Phone _____

DJ or BAND

Company _____
Contact _____
Address _____
Cell Phone _____

MAKE UP

Name _____
Contact _____
Email _____
Cell Phone _____

PHOTOGRAPHER

Company _____
Contact _____
Address _____
Cell Phone _____

SET UP PERSON

Company _____
Contact _____
Address _____
Cell Phone _____

BAKER

Name _____
Contact _____
Email _____
Cell Phone _____

VIDEOGRAPHER

Company _____
Contact _____
Address _____
Cell Phone _____

OTHER:

Company _____
Contact _____
Address _____
Cell Phone _____

TRANSPORTATION

Name _____
Contact _____
Email _____
Cell Phone _____

THURSDAY REHEARSAL WORKSHEET

THURSDAY REHEARSAL INFORMATION

- Wellers does not oversee Thursday rehearsals or actual Ceremonies. Use these worksheets to prepare
- Appoint a point person from your group to go over these worksheets with your wedding party at the rehearsal
- Make sure you hire an officiant who will be at your rehearsal.
- Carriage House uses West Ceremony grounds behind the Carriage House
- Raisin River Room uses East Ceremony Grounds on the east side of river bank
- Restrooms are open at the rear of the Carriage House for use during rehearsals.
- Banquet rooms are not open during rehearsals.

DAY OF WEDDING INFORMATION YOUR WEDDING PARTY & FAMILY

1. Where is bridal party getting ready the day of wedding: _____ Address: _____ Time _____
2. Where are groomsmen getting ready the day of wedding: _____ Address: _____ Time _____
3. Are you doing a First Look? Time: _____ Where _____
4. Photographer arriving _____ Who will be at the First Look? _____
5. Where are guests staying? _____ Address: _____ Time _____
6. Will you have a shuttle, Uber, or other transportation from that location on the Day of Wedding yes _____ no _____
7. Shuttle Pick Up Time from accommodation _____ Shuttle pick up times at end of party pick-up time _____
8. Who is bringing the wedding rings _____ Who is bringing marriage license _____

ARRIVAL TIMES THE DAY OF WEDDING

Arrival times at Wellers on the day of your wedding: Usually an hour prior to ceremony

- DJ / Music Arrival Time: _____
- Photographer Arrival Time: _____ First Look ? _____ Where? _____
- Officiant: Arrival Time: _____
- Groom & Groomsmen: Arrival Time: _____ At Hospitality House _____ PM or Other _____ PM
- Bride & Bridesmaids: Arrival Time: _____ At Hospitality House _____ PM or Other _____ PM
- Parents & family members: Arrival Time: _____
- Flower girl Ring Bearer: Arrival Time: _____

AFTER THE CEREMONY

- Wedding party should remain at ceremony area for pictures after ceremony.
- Where and when are you signing marriage license after ceremony? _____
- Bar opens 30 minutes after Ceremony start time

AFTER THE WEDDING

- Who will be helping with removing items from the room
- What kind of "send off"
- When does bar close? Raisin River Room 10:30 pm Carriage House 11:30 pm

CEREMONY GUIDELINES

TRADITIONAL WEDDING CEREMONY ORDER & TIMING

1. Processional (3-6 Minutes)

The typical order for a processional starts with

- Start with Officiant, the **GROOM** comes next accompanied by their parents or alone,
- the **Best Man & Maid of Honor**
- the Bridesmaids paired with the Groomsmen
- the Ring Bearer hands off the rings, and the flower girl tosses petals as she makes her way down the aisle.
- Lastly, the **BRIDE** is escorted by her father or family member to begin the ceremony.

2. Opening Remarks (2-3 Minutes)

Once everyone has made it down the aisle and settled into place, the officiant welcomes everyone and talks about the significance of the day. They may share a few personal words about you, your partner, and your love story. The officiant says a few words about marriage and love, setting the stage for the vows.

3. Readings and Special Performances (5-10 Minutes)

This is where you can include readings, poems, or musical performances. Invite friends and family to share their stories and wisdom to help you in starting your marriage with their sweet words. The officiant will announce each person to come up to the front to speak so everyone can see and hear them.

4. Exchange of Vows (5 Minutes)

The heartfelt promises! You and your partner exchange vows you've written for each other or repeat traditional vows after the officiant. If you're writing your vows, they can be as unconventional and personal as you want them to be. Don't forget to speak loudly and clearly for all to hear, and say, "I do!"

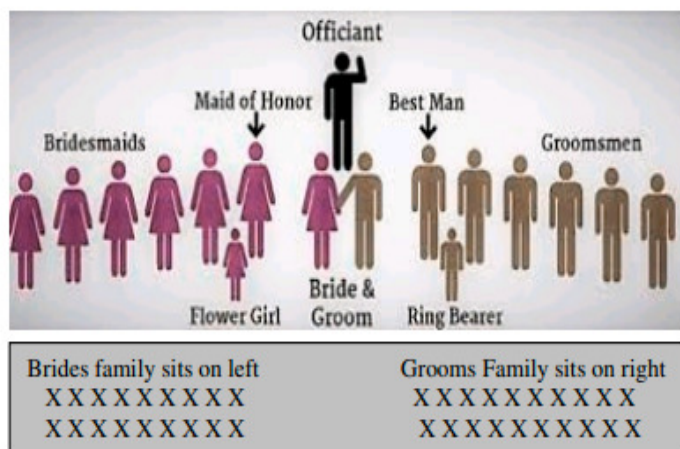
5. Exchange of Rings (3 Minutes)

The symbol of your commitment! You and your partner exchange rings, traditionally accompanied by the words, "With this ring, I thee wed."

7. The Pronouncement (2-3 Minutes) "I now pronounce you man and wife" Hugs and Kisses..

8. Recessional (5-10 Minutes) The reverse of the processional. The newlyweds lead the way, followed by the wedding party, and finally, the guests

WHERE to STAND at the ALTAR



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

SEATING ASSIGNMENTS WORKSHEET

- **Carriage House Tables:** Head Table 18 Maximum; 13 Rectangle Tables 6-8 each; 8 Rounds in Sunroom: 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 “C” for child 5 who will use a regular chair
- Indicate Gluten Free Guests on table # with GF with their 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

DECORATING GUIDELINES & DIMENSIONS

TIMES to DECORATE

- ☐ Friday events decorate on Thursday between 2 pm and 4 pm. Then go out to ceremony grounds for their rehearsal
- ☐ Saturday events Room opens at 11 AM the day of event for decorating. Vendors: 3 hrs prior to ceremony: Cake, DJ

CARRIAGE HOUSE

Gazebo Diagram Go to Recommended Services Party Rental Supplies to find dance floor rentals

Measurements of following:

- ☐ Carriage House Gazebo : 30 ft X 60 ft
- ☐ Carriage House Pergola: 30 ft W X 15 ft D X 12 ft H. Requires ladder to decorate. Wellers does not provide ladders.
- ☐ Fireplace Mantel: 58" W x 11" D
- ☐ Main Room Guest Tables: 15 - Long Tables: 8 ft x 30 in & 1 - 4 ft x 30 in (B&G)
- ☐ Sunroom Guest Tables: 8 - 48 " Rounds
- ☐ Cake Table : 40" X 64" Located in front of fireplace; glass top
- ☐ Entrance Tables : 2 - 6 ft tables with linen Outdoor Seating
- ☐ Add additional tables : \$25 each: DJ Table, Photo Booth Table etc.
- ☐ 9- 48" round cement table No linen. No charge
- ☐ Gazebo seating: Rent up to 6 round tables with linen six chairs \$25 ea
- ☐ Rent up to 6 high top tables with linen \$20 each

RAISIN RIVER

- ☐ Round Guest Tables: 15 - 44" Round Tables seat up to 6 guests per table (92 guests)
- ☐ Square Guest Tables 6 - 30" square square tables seating 4 guests per table for additional seating (up to 116)
- ☐ Cake Table: 44" Round Table
- ☐ Stage: 10' X 19' (6 plugs on stage) and is permanent
- ☐ Entry: 4' table for placecards, old stove can be used for display
- ☐ Raisin River Linens: White skirting is provided; Choice of White or Ivory Table cloth over skirting.
- ☐ Any additional skirted tables are \$25 each
- ☐ Raisin River Ceremony Pergola: 15 ft W x 7.5 ft D X 12 ft H
- ☐ Wellers provides table numbers. See picture below

DECORATING RESTRICTIONS:

- ☐ Wellers is an irreplaceable, historic property on the National Historic Register. Please be mindful when decorating:
- ☐ Nothing may be nailed, taped, stapled or hung from ceilings, pipes, rafters, walls or posts in any rooms
- ☐ All decorations must be removed at the end of the night, including outdoor decorations
- ☐ The wedding aisle may not be covered with flowers. This is in the contract.
- ☐ If renting aisle runner aisles are 120 ft long; it should be heavy enough not to blow over and create a tripper.
- ☐ No more than 3 candles per table are allowed; you may use as may supplement with LEDs as you wish
- ☐ Tapered candles are allowed if enclosed in hurricane glass No oil lamps or candles floating in oil
- ☐ No marbles, rocks, confetti, etc. on dining tables or outside; use only in enclosed vases or containers
- ☐ No sky/fire lanterns may be released as they are a fire hazard

LET YOUR VENDORS KNOW:

- ☐ Room is open 3 hours prior to ceremony for deliveries by vendors, including florist, cakes, DJ etc.
- ☐ There is a vendor-usage fee of \$100 for any vendors that require power, and space to set up, Some DJs bring their own tables;
- ☐ Wellers charges \$25 for any tables with linen
- ☐ DJs and hired contractors may not run extension cords or cable across any walkways, entrances creating a trip hazard
- ☐ Classical musicians must bring their own shade umbrella if they require one
- ☐ All vendors must bring their own ladders, wire, scissors, extension cords, and anything they require to complete their job
- ☐ You have 45 minutes after bar closes to remove all decorations, equipment, florals or anything you wish to keep
- ☐ No coolers are available to store cakes, desserts or flowers
- ☐ Outside linen companies may set up 3 hours prior to your ceremony & must be removed at the end of the evening
- ☐ Wellers is not liable for items left behind. Damages and decorations left behind will result in labor charges @ \$50/hr.
- ☐ Vendors may not create any type of trip, fall, fire, flood hazard or additional cleaning with their equipment or decorations.
- ☐ Vendors must take all empty boxes out with them..what comes in must go out. Vendors may not use Wellers dumpster.

CARRIAGE HOUSE GAZEBO DECORATING:

- ☐ There is one 20-amp circuit to the gazebo; any lighting you bring in will lower available power for DJs and bands
- ☐ There are ground and path lights, and up-lighting all around the gazebo and patios
- ☐ All will need to be removed within 1 hour of bar closing time.
- ☐ Any decorations, flowers, vases left behind that Wellers removes will be discarded