



# WELLERS EVENT PLANNER

555 West Michigan Ave.  
Saline, Michigan 48176

734-429-2115

[http: wellersweddings.com](http://wellersweddings.com)

email: [wellers2@aol.com](mailto:wellers2@aol.com)

# PLANNING YOUR WEDDING

## SCHEDULE TWO PLANNING MEETINGS WITH WELLERS

### I. 60-DAY PLANNING MEETING

Wellers' meets with you 60 days prior to your event to finalize details of your event. At the 60-day meeting, your menu, linen colors, glassware options, and estimated guest count will be finalized. Based on the what you have ordered and your estimated guest count, you will be given a written Estimate. Two thirds of this estimate is due at the close of your 60-day meeting. Payment must be made by personal check, cashiers checks or cash. The remaining one-third will be billed and payable at your final meeting when your guest count is finalized.

### II. FINAL MEETING

The final meeting is scheduled on the Friday one week prior to your event. At this time your final guest count, assigned seating arrangement, final payment and payment for bartender services are required. You will need a separate check for bartender payment.

## TIMING OF YOUR EVENT

### SAMPLE TIME LINE FOR CEREMONY & RECEPTION

12:00 pm Hospitality House: *4 hr rental*  
1:00 pm Decorate Rooms *room is open hours prior to bar opening.*  
4:00 pm Ceremony Time: *Allow 30 minutes*  
4:30 pm Bar Opens: *Six hours from time bar opens*  
4:30 pm Hors Served: *Allow 30 minutes*  
5:00 pm Seat for Dinner *Allow 20 minutes*  
5:00 pm Bread baskets *placed on guest tables as guests are seated*  
5:20 pm Bride and Groom Grand Entrance *Allow 5 minutes*  
5:25 pm Toast and or Prayer *Allow 10 minutes*  
5:35 pm Salads plated and placed on guest tables. *Allow 20 minutes*  
6:00 pm Dinner *45-60 minutes*  
7:00 pm Cake Cutting *1 hr after dinner*  
7:30 pm Bridal Dance *Allow 15 minutes*  
10:30 pm Bar Closes; DJ music stops; *1/2 hour to pack up gifts, take down decorations.*  
11:00 pm Room is closed

## YOUR CONTACT PEOPLE FOR OUR STAFF

1. **Main Contact Person:** Your main contact person should not be in the bridal party or be the parents of bride or groom. She/he should be given a copy of your worksheet and know the timing of your event. When they arrive they should introduce her/himself to the Wellers' Banquet Manager, This will help us facilitate the timing of you dinner should anything change either on Wellers side or on your side.

## RENTAL ITEM OPTIONS

- Reading stand for ceremony; no microphone \$25
- 5 ft. Angel statues \$50 each; Only available for West Ceremony Grounds
- Podium-microphone for ceremony \$100.
- Floor-length white linen rental package for guest & bridal tables: CH: \$356 RR: \$291 HF: \$242
- Champagne glasses \$.50 each
- Wine Glasses \$.50 each
- Glass tumblers, beer & wine Glasses \$2.25 pp unlimited rental for six hours
- DJ or champagne tables \$25 each.
- Floor easel: \$25 Table easel: \$5
- Candleholders with votive candles \$2.00 each
- Votive table lamps with candles \$5.00 each
- Crystal candelabras with five arms each: Include tapered candles. \$20 each

## OPTIONAL SERVICES

- Cake cutting service \$2.25 pp
- Outdoor bar set-up \$175

# TIME LINE WORKSHEET

- Please work on your time-line prior to your 60-day meeting and bring it with you to this meeting.
- Add any timeline items you wish such as garter toss, flower toss, etc.
- Highlight any items you wish your DJ to make announcements for to help move your event along.

- \_\_\_\_\_ PM **KEEPING ROOM** Rental: begins 4 hrs prior to your ceremony time
- \_\_\_\_\_ PM **ROOM SET UP** The building is open 3 hours prior to your ceremony for deliveries & set-up
- \_\_\_\_\_ PM **PICTURES B4 CEREMONY** Allow 1 hour
- \_\_\_\_\_ PM **CEREMONY TIME** Allow at least 30 minutes for ceremony
- \_\_\_\_\_ PM **BAR OPENS** ½ hour after ceremony time.
- \_\_\_\_\_ PM **HORS D'OEUVRES** Start same time as bar opens and last 30-45 minutes
- \_\_\_\_\_ PM **SEAT GUESTS** Allow 20 minutes
- \_\_\_\_\_ PM **BREAD BASKETS** placed on tables as guests are seated
- \_\_\_\_\_ PM **GRAND ENTRANCE** 20 minutes after "Seat Guests" time. DJ makes announcement for them to enter
- \_\_\_\_\_ PM **TOAST and PRAYER** Allow 10 minutes
- \_\_\_\_\_ PM **SALAD SERVICE AT TABLES.** Allow 20 minutes
- \_\_\_\_\_ PM **DINNER BUFFET SERVICE STARTS** Allow 45 minutes to one hour. Release two tables at a time. according to table number. See room seating diagram
- \_\_\_\_\_ PM **CAKE CUTTING**  
a. Usually one hour after dinner starts.  
b. Bride & Groom cut first piece while guests are still eating.  
c. The rest of the cake is cut and served to guests or placed around the wedding cake.
- \_\_\_\_\_ PM **FIRST DANCE** DJ makes an announcement that first dance will be:  
a. In gazebo \_\_\_\_\_ PM or b. In room \_\_\_\_\_ PM
- \_\_\_\_\_ PM **BAR CLOSES** 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 ½ hour to vacate building  
c. Liquor boxed up and placed in your designated car  
d. Gifts packed up and placed in designated car  
e. All decorations taken down and removed.

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

**TIME LINE**

*Insert your start time in the blanks.*

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

**CEREMONY INFORMATION**

- Ceremony Grounds Yes No \$ \_\_\_\_\_
- # Chairs \_\_\_\_\_ Chairs for Musicians \_\_\_\_\_
- DJ supplying music? Yes No Time \_\_\_\_\_
- DJ supplying microphones? Yes No
- Round Unity Table Yes No
- Podium-Microphone Yes No \$100
- Reading Stand Yes No \$25

**HORS D'OEUVRES TIME \_\_\_\_\_ PM**

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_

**BUFFET RELEASE TIME \_\_\_\_\_ PM**

MENU \_\_\_\_\_ \$ \_\_\_\_\_

**CAKE CUTTING TIME \_\_\_\_\_ PM**

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

**ALCOHOL PURCHASE**

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

- Are you serving:
- Liquor Yes No
- # Kegs \_\_\_\_\_ (Raisin River & Carriage House)
- # Cs Bottled Beer \_\_\_\_\_ (Henry Ford Room Only)
- Red Wine at Bar \_\_\_\_\_
- White Wine at Bar \_\_\_\_\_
- Liqueurs \_\_\_\_\_
- Tip Jar Allowed at Bar Yes No

**TOAST TIME \_\_\_\_\_ PM**

- 1 Bottle Open at each table Yes No
- Champagne at Head Table Only Yes No
- Toast with regular drinks Yes No

**GLASS RENTAL OPTIONS**

*Your beverage service includes plastic-ware at the bar. You may rent:*

- Tumblers, rock & wine glasses \_\_\_\_\_ \$2.25pp
- Wine Glasses at Bar # \_\_\_\_\_ \$ .50 each
- Champagne Glass Rental \_\_\_\_\_ \$ .50 each

**OUTDOOR BAR SET-UP Yes No \$175**

Open \_\_\_\_\_ PM Close \_\_\_\_\_ PM

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

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

- 75 -125 guests= 1 8-hr bartender
- 125-175 guests= 2 8-hr bartenders
- 175-212 guests= 2 8-hr bartenders + 1 4-hr bartender if having OutdoorBar

**ADDITIONAL BARTENDERS**

*Minimum of 4 hrs @ \$20/hour*

- Outdoor Bar \_\_\_\_\_
- Pouring at tables \_\_\_\_\_
- Passing champagne or wine \_\_\_\_\_
- Other \_\_\_\_\_

**PIZZA BUFFET**

Yes No \$2 PP *No later than 11 pm*

**SNACKS \_\_\_\_\_ PM**

- Pretzels \_\_\_\_\_
- Mixed Nuts \_\_\_\_\_
- Potato Chips \_\_\_\_\_
- Peanuts \_\_\_\_\_

**BANQUET ROOM SET UP**

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

- # Guests \_\_\_\_\_ # of Tables \_\_\_\_\_
- # Seats @ Bridal Table \_\_\_\_\_
- See Max on Room Diagram pages on website*
- # Highchairs \_\_\_\_\_ # Booster Seats \_\_\_\_\_
- White or Ivory Overlays \_\_\_\_\_
- Napkin Color \_\_\_\_\_
- Floor-Length Tablecovers Rental Yes No

**RENTAL ITEMS**

- Square Candle Holders w/ candles # \_\_\_\_\_ \$2 ea
- Bringing in own candles Yes No
- Skirted DJ Table on Stage \_\_\_\_\_ \$25/table
- Other Skirted Tables \_\_\_\_\_ \$25/table
- Additional Tablecovers # \_\_\_\_\_ \$10 each
- Floor Easel \_\_\_\_\_ \$25
- Table Easel \_\_\_\_\_ \$5
- Registry/Sign In Table \_\_\_\_\_ No Charge
- Handicap Ramp (HF) \_\_\_\_\_ No Charge
- Placecard Table \_\_\_\_\_ No Charge
- Gift Table & Mailbox \_\_\_\_\_ No Charge
- Table Numbers \_\_\_\_\_ No Charge

**DANCE PAVILION/GAZEBO**

- Used for: \_\_\_\_\_
- Round Tables w/6 chairs/linen \$25 each
- DJ Table \_\_\_\_\_ Location \_\_\_\_\_
- Dance Time to Start \_\_\_\_\_
- Pizza Buffet in Gazebo Yes No
- Decorations for Gazebo Describe \_\_\_\_\_

**YOUR SERVICE PEOPLE**

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

- Main Contact Person \_\_\_\_\_
- Person setting up \_\_\_\_\_
- Officiant \_\_\_\_\_
- Florist \_\_\_\_\_
- Photographer \_\_\_\_\_
- Ceremony Music \_\_\_\_\_
- DJ/Band \_\_\_\_\_
- Cake \_\_\_\_\_
- Decorating Services \_\_\_\_\_
- Other \_\_\_\_\_
- Car assigned for gifts \_\_\_\_\_
- Car to take leftover alcohol \_\_\_\_\_

# WEDDING CEREMONY WORKSHEET

**Attendants involved in ceremony: Place them in the diagram below.**

- |     |       |             |             |
|-----|-------|-------------|-------------|
| 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 _____ |

**USHERS**

1. Lead Usher \_\_\_\_\_ cell phone: \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**TIMING OF CEREMONY**

- Pictures taken before ceremony \_\_\_\_\_ pm
- Seat guests for ceremony at \_\_\_\_\_ pm
- Wedding processional starts \_\_\_\_\_ pm
- Wedding vows start time \_\_\_\_\_ pm
- Length of entire ceremony \_\_\_\_\_ min
- Pictures taken after ceremony \_\_\_\_\_ min.
- Receiving Line after Ceremony? \_\_\_\_\_ yes \_\_\_\_\_ no

**ORDER OF PROCESSIONAL –before ceremony**

Order of participants walking up the wedding aisle

1. \_\_\_\_\_ & \_\_\_\_\_
2. \_\_\_\_\_ & \_\_\_\_\_
3. \_\_\_\_\_ & \_\_\_\_\_
4. \_\_\_\_\_ & \_\_\_\_\_
5. \_\_\_\_\_ & \_\_\_\_\_

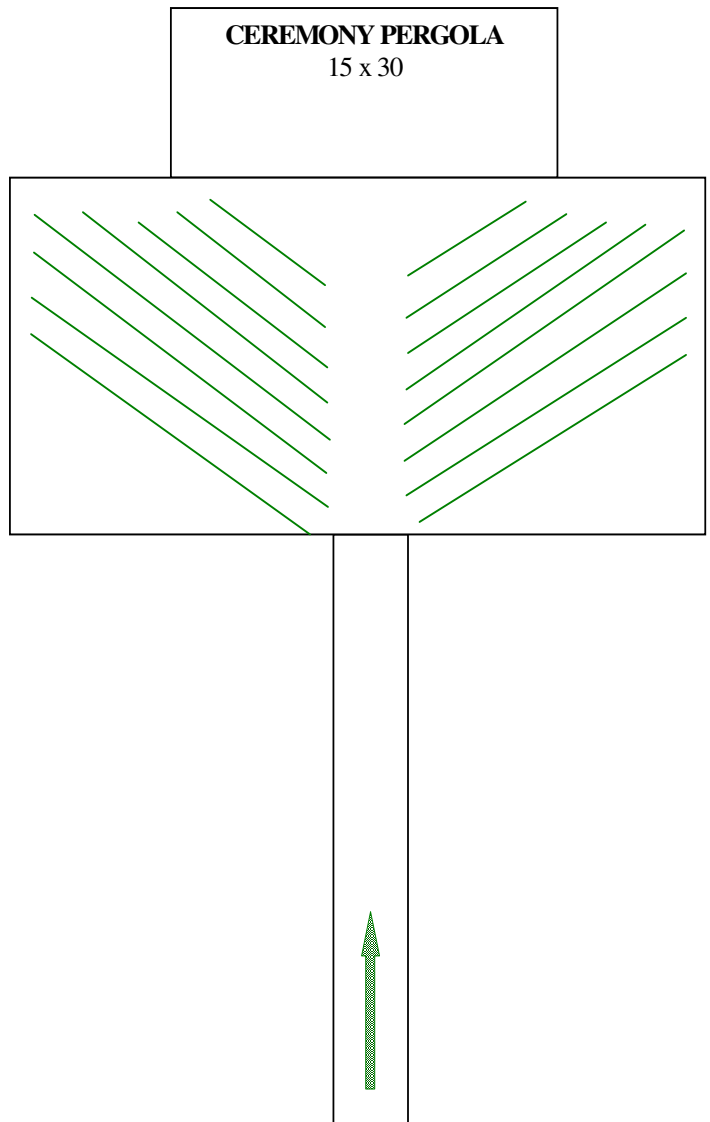
**ORDER OF RECESSIONAL-after ceremony**

Order of participants walking back down wedding aisle

1. \_\_\_\_\_ & \_\_\_\_\_
2. \_\_\_\_\_ & \_\_\_\_\_
3. \_\_\_\_\_ & \_\_\_\_\_
4. \_\_\_\_\_ & \_\_\_\_\_
5. \_\_\_\_\_ & \_\_\_\_\_

**Wellers:** 555 W. Michigan Ave, Saline, MI 48176  
734-429-2115

**Hospitality House:** 113 W. McKay Saline, MI 48176



# SEATING ASSIGNMENTS

Assigned seating is required. Bring this sheet completed to your final meeting.  
The final meeting is the Friday one week prior to your event.

CARRIAGE HOUSE: 21 tables + bridal table Maximum in room = 212

RAISIN RIVER ROOM: 18 tables + bridal table Maximum in room = 119

HENRY FORD ROOM: 15 tables + bridal table Maximum in room = 108

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

# BRIDE'S CHECKLIST

## 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 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.
- \_\_\_\_\_ Make appointment for Sixty-Day Planning Meeting with Wellers': 734-429-2115 or email: wellers2@aol.com

## TWO MONTHS BEFORE

- \_\_\_\_\_ SIXTY DAY PLANING MEETING with Wellers' Date & Time \_\_\_\_\_
- \_\_\_\_\_ Finalize menu, linen, glassware details and estimated guest count at Sixty-Day Planning Meeting with Wellers'
- \_\_\_\_\_ Pay Two-Thirds 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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
- \_\_\_\_\_ Moving etc..life goes back to normal!

# GROOM'S CHECKLIST

## SIX TO TWELVE MONTHS BEFORE

- Purchase the bride's engagement ring.
- Discuss with fiancée the date and type of wedding.
- Start on your guest list for your side of the family.
- Choose best man and ushers.
- Start planning and making necessary arrangements for the honeymoon.

## FOUR MONTHS BEFORE

- Shop with fiancée for wedding rings.
- Complete your guest list.
- 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)
- Arrange for ushers

## TWO MONTHS BEFORE

- 60-Day Planning meeting with Wellers': Date & Time \_\_\_\_\_
- Finalize menu, linen, glassware details and estimated guest count at Sixty-Day Planning Meeting with Wellers'
- Pay Two-Thirds of your estimated Invoice at this time. To view Base estimates go to ROOMS page
- Give the name of your Bar Contact Person to Wellers' at Sixty Day Planning Meeting with Wellers'.
- Meet with **A&L Wine Shoppe Contact Person: Maher 734-665-9463**
- 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.
- Arrange accommodations for out-of-town attendants.
- Give all ushers, and contact people a copy of your worksheet with time line

## 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.

## TWO WEEKS BEFORE

- Get your marriage license. 200 North Main Street, Suite 100, Vital Records, Ann Arbor, Michigan, 734-222-6720.
- Arrange wedding day transportation.
- Reconfirm accommodations for out-of-town guests.
- If moving, give change-of-address card to post office; utilities and phone service turned on in the new home.
- If not moving, finish cleaning and reorganize your home; help your fiancée move her things.

## THE WEEK BEFORE

- See that attendants get their wedding attire.
- Pack clothes for honeymoon and reconfirm reservations.  If flying, make sure you have plane tickets.
- See to it that you and your attendants are at the rehearsal and they know their duties.
- Go over ceremony seating with ushers.
- Arrange for gifts brought to the reception to be taken to your new home.
- Checks prepared for service people you will be paying the day of your wedding.

## THE WEDDING DAY

- Give the best man the bride's wedding ring.
- Place the officiates 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

# VENDOR- CONTACT LIST & BUDGET

## Reception Venue:

name: Wellers' Inc

address: 555 W. Michigan

Saline, Michigan 48176

Phone: 734-429-2115

wellers2@aol.com

\$ \_\_\_\_\_

## Ceremony Location

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Wellers' Hospitality House Rental

name: Keeping Room

address: 113 West McKay

Saline, Michigan 48176

May be rented for 4 hours prior to

ceremony

\$125

## Liquor Supplier

name: A&L Wine Castle

address: 2424 West Stadium

Ann Arbor, Michigan 48103

phone: 734-665-9463

fax: 734-665-9350

\$ \_\_\_\_\_

## Ceremony Officiant

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Transportation

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Baker

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Ceremony Music-Microphone

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Invitations

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Florist

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Ceremony Usher Leader

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Jeweler

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## DJ or Band

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Bridal Gown

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Hair Stylist

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Photographer

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Tuxedo Rental

name:

address:

phone:

cell:

\$ \_\_\_\_\_

## Make-Up Stylist

name:

address:

phone:

cell:

\$ \_\_\_\_\_