

Client Fill-In Allison Corp & John Beisel

Friday 5/17/2024

CustomerID	051724CH	EventID:	10772	Adults	164	Ceremony Time - WG	5:00 PM	Toast Time - CH	6:45 PM
EventDate	5/17/2024			Children	8	Bar -Indoor Opens - C	5:30 PM	Dinner Time - KIT	7:05 PM
Client	Allison Corp & John Beisel			Other	0	Outdoor Bar Opens -	5:30 PM	Cake Cutting Time - K	8:15 PM
Banner	Allison & John			SeatCnt	172	Seal Guests - Ring Bell	6:00 PM	Bar Closes - CH	11:30 PM
Room(s)	CH ROOM			PrepCnt	172	Rolls on tables when g	6:00 PM		
MainContact	Mecedes c 248-7623182					Salads served at tables	6:00 PM		
BarContact	Dan fob 7-516-0765					Bride & groom grand	6:30 PM		

Carriage House

Set Up OF ROOM

Ceremony Away Location	Wellers
Headtable:Table Sizes Needed	1-4ft + 2- 8ft + 1-4ft
20 at Head Table	
ROOM SET-UP 3 hrs prior to c	2:00 pm
Linen on carts 62" square from li	Yes
Linen on entry tables	Yes
c. Large Floor-Easel in Entry	NO
c. Small Table-Easel in Entry	NO
TV Monitor in Entry	No
DJ Table Inside room	No

BAR - SETUP

Bar -Indoor Opens	5:30 pm
Bar Closes	11:30 pm
# Bartenders for Outdoor Bar	1 - 8 hr
# Bartenders Indoor Bar	2- 8 hr
BAR CONTACT Name & cell:	Dan fob 7-516-0765
Non Alcoholic Beverage Service	Yes
Beer: Kegs CH	yes

4 qtr Oberon & Labatts Blue Light

Event Insurance Compnay	Event Helper -Accord
Event Insurance Policy #	3DS5475-M3513931
Signature Drinks - need recipe/in	No
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Fresh Mint	no
Oranges for Oberon beer	yes
Toast Time	6:45 pm
Toast with whatever guests are dr	Yes
Champagne Bottle at each Table	Yes

1 bottle champagne for B&g pour

Champagne for Head Table Only	
They have their own glasses	
Champagne: Pour at Head Table	No
Non Alcoholic Champagne? See	No
Iced Water, Iced Tea, Lemonade	Yes
If No Indoor put Lemonade & Ice	Yes
Water Pitcher at each Table	Yes

BAR - GLASSES

CH: GLASS Bar through dinner	Yes
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BAR - OUTDOOR ONLY

Outdoor Bar Set-Up	yes
Outdoor Bar Opens	5:30 pm
Outdoor Bar Closes	11:30 pm
A&L supplying tap for keg	Yes
All Plastic- No glass allowed at o	Yes
Liquor	Yes

EVENT - TABLE INFO

Napkin Color 1	Ivory
Bringing own table numbers	Yes
Children Under 5	Yes

Carriage House

EVENT - TABLE INFO

Highchair : Quantity	2
TBD	
Boosters: Quantity	1
TBD	
Bringing in own candles	No
Wellers Farm Lanterns \$5	N

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
Bread Plates	Yes
Champagne Glasses at All Tables	No
Champagne Glasses at Head Tabl	y

bringing own champagne glasses; Bartenders pour it at the head table. Do not leave a bottle

EVENT - SPECIAL ITEMS

Photo Booth	yes
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SALES DISCUSSION

Where are service people seated?	table #15
Who is setting up?	Mercedes
Officiant	David Corp
Florist	FAMILY
Baker	Costco
Sheetcakes being brought in	no
Desserts coming in from Costco	
DJ Services	Rusch Entertainment
Name of Hotel	Hampton Inn
Shuttle service: Company	Hampton Inn
Shuttle: # of guests	40
Name of Person taking gifts	mob
Person getting envelopes	mob
Rehearsal dinner Location?	Session Room Jackson Rd
Who is taking leftover alcohol	Dan fob 7-516-0765

BANQUET MANAGER

2:00 PM **Andreea Saitis**

BARTENDERS

4:30 PM **Doug Zorn**

4:30 PM **Ken Lamontagne**

4:30 PM **Marybeth Smith**

Waitstaff

3:30 PM **Brooklyn Barnes**

3:30 PM **Madison Willoughby**

3:30 PM **Todd Ducsay**

Gazebo

GAZEBO OPTIONS

High-Tops with linen 72" linen	2
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Gazebo

GAZEBO OPTIONS

Tables with 6 chairs & 72 " linen	3
Skirted DJ table in GZ - 8 ft	Yes

EVENT - TABLE INFO

EVENT - SPECIAL ITEMS

Kitchen

EVENT - MENU

Hors d'oeuvres yes or no	Yes
Pass Hors Time	5:30 pm
Hors D'oeuvre	Filo Triangles filled with Spinach & Feta Cheese
Hors D'oeuvre 1	Sausage wrapped in Puff Pastry with Honey Mustard Sauce
Seat Guests - Ring Bell at this ti	6:00 pm
Rolls on tables when guests are s	6:00 pm
Salads served at tables with rolls	6:00 pm
B&G cut cake at grand entrance	Yes
Bride & groom grand entrance	6:30 pm
DJ Announcing entire wedding p	Yes

Announce by gender

Toast Time	6:45 pm
Number people toasting?	4

1 MOH 2 BM 3 FOB 4 MOG

Time scheduled for toasts	20 min
Dinner Time	7:05 pm
Menu Name	The Feast
Entrée 1	Black Angus Prime Rib with Au Jus
Entrée 2	Lightly Breaded Chicken Breasts with Lemon-Caper Sauce
Starch Side 1	Cavatappi Pasta with Tomatoes, Fresh Basil, Olive Oil and Garlic
Starch Side 2	Garlic Mashed Potatoes with Butter & Green Onions
Veggie Side 1	Green Beans with Bacon

NO ALMONDS

Veggie Side 2	Sauteed Zucchini & Summer Squash with Onions & Red Peppers
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Bacon on Green Beans

Salad 1	Mixed Green Salad with Dried Cranberries, Feta and Red Onions
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Bread 1	Warm Herbed Rolls with Dipping Oil
Dipping Oil on Each Table	yes

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Kitchen

EVENT - MENU

Walk-about after B&G eat

No walk about. B&g will do a welcome, cut a small cake then go outside

Cake Cutting & Display Options

Sams: cupcakes 200

Cake Cutting Time

2 Trays of cookies

Golden Hour photos w b&g

First Dance Time

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens

KRL - Floor Closes

Add Additional Time

Banner Sign posted on front and

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time

Lindsey Anderson - Saline

Pictures b-4 ceremony

Point person for rehearsal & cere

Thursday Rehearsal Time

Decorate Thursday 2 pm to 4 pm

Ceremony Rain Plan

Circular Set Up

Phone # to call if rains

Ceremony Music Set Up

First Look before ceremony

at Hospitality House

Reading Stand for Officiant

Small Round Table w/Linen

Urns for wedding aisle: \$15 each

Urns for wedding aisle: \$15 each