

Client Fill-In Katie Spielbauer & Matthew Hohenb

Saturday 5/18/2024

CustomerID	051824CH	EventID:	10760	Adults	162	Ceremony Away Time	2:30 PM	Cake Cutting Time - K	6:15 PM
EventDate	5/18/2024	Children	6	Bar -Indoor Opens - C	5:00 PM	Toast Time - CH	6:15 PM		
Client	Katie Spielbauer & Matthew Hohe			Other	0	Outdoor Bar Opens -	5:00 PM	Prayer Time - KIT	6:35 PM
Banner	Katie & Matthew			SeatCnt	168	Seal Guests - Ring Bell	5:45 PM	Dinner Time - KIT	6:40 PM
Room(s)	CH ROOM			PrepCnt	168	Rolls on tables when g	5:45 PM	Bar Closes - CH	11:00 PM
MainContact	Connie 810-643-6834 paid coordin					Salads served at tables	5:45 PM		
BarContact	Connie 810-643-6834 table #gazebo					Bride & groom grand	6:05 PM		

Carriage House

Set Up OF ROOM

Ceremony Away Location	St Thomas
Ann Arbor	
Ceremony Away Time	2:30 pm
Headtable:Table Sizes Needed	1-4ft / 2- 8ft
ROOM SET-UP 3 hrs prior to c	2:00 PM
DJ AT 2 PM Florist @ 11 am	
Linen on carts 62" square from li	Yes
Linen on entry tables	Yes
c. Large Floor-Easel in Entry	1 Floor Easels
PUT AT ENTRANCE OUTSIDE	
TV Monitor in Entry	No

BAR - SETUP

Bar -Indoor Opens	5:00 pm
Bar Closes	11:00 pm
# Bartenders for Outdoor Bar	2 - 8hr
# Bartenders Indoor Bar	2- 8 hr
BAR CONTACT Name & cell:	Connie 810-643-6834
Non Alcoholic Beverage Service	Yes
Event Insurance Compnay	Accord
Event Insurance Policy #	OLP069789
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Toast Time	6:15 pm

CHAMPAGNE TOAST 1 BOTTLE PER TABLE

Toast with whatever guests are dr	
5 bottles of sparkling apple juice for tables #5 bottles wrapped in linen at tables #2, 4, 6, 8, 10	
Champagne Bottle at each Table	Yes
Decork, wrap with linen and put one bottle at each tables	
Champagne: Pour at Head Table	Yes
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	5:00 pm
Outdoor Bar Closes	11:00 pm
A&L supplying tap for keg	Yes
All Plastic- No glass allowed at o	Yes
Liquor	Yes

EVENT - TABLE INFO

Napkin Color 1	White
Bringing own table numbers	No
Children Under 5	Yes
Bringing in own candles	Yes

Carriage House

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
Bread Plates	Yes
Champagne Glasses at All Tables	Yes

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up?	Connie 810-643-6834
11am	
Room open for set up day of	11:00 am
Who is removing cake stand at e	none
Officiant	Father Bill at the church
Florist	Ginny we adore flowers
Baker	Bake House 46
Bringing own knife for cake cutti	
Small wedding	
Saving top of cake	
Cutting Wedding at grand entrance	
DJ Services	Derrick Block Party
Holding area for bridal party CH	Sunroom
Name of Hotel	Hampton Inn Saline
Shuttle service: Company	Hampton Inn Saline
Hyatt shuttel from Shuttle	
Shuttle: # of guests	
Garden City D&D transportation	
Name of Person taking gifts	Bret Gaunt - uncle
Person getting envelopes	Bret Gaunt
Rehearsal dinner Location?	Palios A2
Who is taking leftover alcohol	Katies parents: Steve & Cathy

BANQUET MANAGER

2:00 PM **Andreae Saitis**

BARTENDERS

4:00 PM **Doug Zorn**
 4:00 PM **Marybeth Smith**
 4:00 PM **Sara Skelton**

Waitstaff

3:00 PM **Madison Willoughby**
 3:00 PM **Todd Ducsay**
 3:30 PM **Elke Dozauer**

Gazebo

GAZEBO OPTIONS

High-Tops with linen 72" linen	2
Tables with 6 chairs & 72 " linen	4
Skirted DJ table in GZ - 8 ft	Yes
Dance Floor Rental Company	N

Gazebo

GAZEBO OPTIONS

Portable Stage	N
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EVENT - TABLE INFO

EVENT - SPECIAL ITEMS

Kitchen

EVENT - MENU

Hors d'oeuvres yes or no	Yes
St Thomas ceremony 1:30 pm	
Pass Hors Time	5:00 pm
Guests arrive at 5 pm and bar opens	
Hors D'oeuvre	Filo Triangles filled with Spinach & Feta Cheese
Bridal party arrives between 3:30 pm	
Hors D'oeuvre 1	Pear & Brie Wrapped in Phyllo
Hors D'oeuvre 2	Chicken Quesadilla Trumpets
Hors D'oeuvres 4	
Sunset @ 9 pm	
Seat Guests - Ring Bell at this ti	5:45 pm
Rolls on tables when guests are s	5:45 pm
Salads served at tables with rolls	5:45 pm
B&G cut cake at grand entrance	Yes
Bride & groom grand entrance	6:05 pm
6:05 change	
DJ Announcing entire wedding p	No
Wedding party announce girls , guys then b&g	
Toast Time	6:15 pm
B&G will cut cake when they make grand entrance	
Number people toasting?	3
Time scheduled for toasts	15 min
1. Sister 2 Best Man 3 Grooms parents	
Prayer Time	6:35 pm
Dinner Time	6:40 pm
Menu Name	The Feast
Entrée 1	Black Angus Prime Rib with Au Jus
NO GLUTEN FREE	
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	Roasted Carrots with Caramelized Sweet Onions
Veggie Side 2	Green Beans with Toasted Almonds

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Kitchen

EVENT - MENU

Salad 1	Mixed Green Salad with Dried Cranberries, Feta and Red Onions
Bread 1	Warm Herbed Rolls with Dipping Oil
Dipping Oil on Each Table	yes
Walk-about after B&G eat	7:00 pm
Cake Cutting & Display Options	Cupcakes no display
Bake House 46 Ann Arbor	
Cake Cutting Time	6:15 pm
bride and groom cut when they make grand entrance	
Golden Hour photos w b&g	7:30 pm
First Dance Time	8:00 pm
Outside Desserts Display options	Baker is doing the display no refrigeration
Variety of desserts: cupcakes, cookies, brownies etc	
Late Night Snack Time	9:45 pm
Pizza Buffet Guest Count	150