

# Client Fill-In Brittany Carter & Corey Trammell

Friday 5/24/2024

<b>CustomerID</b>	052424RR	<b>EventID:</b>	11187	<b>Adults</b>	75	<b>Prayer Time - KIT</b>	6:05 AM	<b>Dinner Time - KIT</b>	6:10 PM
<b>EventDate</b>	5/24/2024	<b>Children</b>	2	<b>Ceremony Time - EG</b>	4:00 PM	<b>Cake Cutting Time - K</b>	7:15 PM		
<b>Client</b>	Brittany Carter & Corey Trammell			<b>Other</b>	0	<b>Bar - Indoor Opens - R</b>	4:30 PM	<b>Bar Closes - RR</b>	10:30 PM
<b>Banner</b>	Brittany & Corey			<b>SeatCnt</b>	77	<b>Rolls on tables when g</b>	5:15 PM		
<b>Room(s)</b>	RR ROOM			<b>PrepCnt</b>	77	<b>Salads served at tables</b>	5:15 PM		
<b>MainContact</b>	Wants to change to the west ground					<b>Toast Time - RR</b>	5:30 PM		
<b>BarContact</b>	90 4-29 4:45 pm								

## East Ceremony Grounds

### CEREMONY - SET UP

Ceremony at Wellers	Yes
Ceremony Time	4:00 pm
Pictures b-4 ceremony	Yes
Point person for rehearsal & cere	Aunt Rose
Thursday Rehearsal Time	1:00 pm
<b>Thursday arrive @ 10 am to decorate</b>	
Ceremony Rain Plan	In Room
<b>Rehearsal @ 1 pm on Thursday</b>	
Phone # to call if rains	Andreea: 734-255-9939
Ceremony Music Set Up	
<b>TBD</b>	
First Look before ceremony	No
Reading Stand for Officiant	YES
Small Round Table w/Linen	Yes
Urns for wedding aisle: \$15 each	
<b>TBD</b>	

## Kitchen

### EVENT - MENU

Hors d'oeuvres yes or no	Yes
Pass Hors Time	4:30 pm
Hors D'oeuvre	Chicken Quesadilla Trumpets
Hors D'oeuvre 1	Bruschetta with Tomatoes, Basil & Garlic
Seat Guests - Ring Bell at this ti	5:15 pm
Rolls on tables when guests are s	5:15 pm
Salads served at tables with rolls	5:15 pm
DJ Announcing entire wedding p	Yes
Toast Time	5:35 pm
<b>ANNOUNCE : girls first &amp; guys</b>	
Number people toasting?	6
Time scheduled for toasts	35 min
<b>1. Moh 2 BM 3 Mom &amp; Dad 4 Sisters</b>	
Prayer Time	6:05 am
Dinner Time	6:10 pm
Menu Name	The Feast
Beef Cooked To:	Medium
<b>light pink !!</b>	
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 Toasted Almonds
Veggie Side 2	Sauteed Zucchini &

## Kitchen

### EVENT - MENU

Salad 1	Summer Squash with Onions & Red Peppers
Bread 1	Mixed Green Salad with Dried Cranberries, Feta and Red Onions
Dipping Oil on Each Table	Warm Herbed Rolls with Dipping Oil
Walk-about after B&G eat	yes
Cake Cutting & Display Options	6:30 pm
Cake Cutting Time	Client Cuts - Rents China
Golden Hour photos w b&g	7:15 pm
Photographer leaving @ 8:30 pm	
First Dance Time	8:00 pm
Outside Desserts Display options	8:30 pm
	None

## McKay Lower Floor

### KR Lower Floor

KRL - Floor Opens	3:00 pm
KRL - Floor Closes	4:00 pm
Add Additional Time	3 hrs @ 37.50
Banner Sign posted on front and	Yes

## McKay Upper Floor

### KR Upper Floor

KRU- Opens	12:00 pm
KRU-Closes	4:00 pm

## Raisin River Room

### Set Up OF ROOM

Linen on carts 62" square from li	Yes
Linen on entry tables	Yes
c. Large Floor-Easel in Entry	NO
TV Monitor in Entry	No
DJ Table Inside room	
<b>TBD</b>	

### BAR - SETUP

Bar -Indoor Opens	4:30 pm
Bar Closes	10:30 pm
# Bartenders Indoor Bar	1- 8hr
Non Alcoholic Beverage Service	Yes
Liquor	No
Wine: Red at Bar	No
Wine: White at Bar	No
Toast Time	5:30 pm
Toast with whatever guests are dr	Yes

## Raisin River Room

### BAR - SETUP

Champagne Bottle at each Table	Yes
<b>with sparkling cider</b>	
Champagne: Pour at Head Table	Yes
Non Alcoholic Champagne? See	Yes
Iced Water, Iced Tea, Lemonade	Yes
If No Indoor put Lemonade & Ice	Yes
Water Pitcher at each Table	Yes

### BAR - GLASSES

RR: All Glass Bar 6 hrs	Yes
-------------------------	-----

### BAR - OUTDOOR ONLY

### EVENT - TABLE INFO

Napkin Color 1	White
Overlay Color	Ivory
Bringing own table numbers	Yes
Children Under 5	Yes
Boosters: Quantity	1
Bringing in own candles	Yes

### 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

Photo Booth	no
-------------	----

### SALES DISCUSSION

Who is setting up?	Family
<b>Family</b>	
Room open for set up day of	1:00 pm
Officiant	Gregory Alexander
Florist	TBD
Baker	kelseys cakes southfield
DJ Services	tbd
Photographer has copy of timelin	yes
Name of Hotel	TBD
Shuttle service: Company	tbd
Shuttle: # of guests	tbd
Name of Person taking gifts	Aunt Rose
Person getting envelopes	Aunt Rose
Rehearsal dinner Location?	tbd