

Client Fill-In Elizabeth Wagner & Brendan Nash

Saturday 5/25/2024

CustomerID	052524CH	EventID:	10759	Adults	150	Ceremony Time - WG	5:00 PM	Toast Time - CH	6:40 PM
EventDate	5/25/2024	Children	18	Outdoor Bar Opens -	5:30 PM	Dinner Time - KIT	7:00 PM		
Client	Elizabeth Wagner & Brendan Nash			Other	0	Bar -Indoor Opens - C	5:30 PM	Cake Cutting Time - K	7:50 PM
Banner	Elizabeth & Brendan			SeatCnt	168	Rolls on tables when g	6:15 PM	Bar Closes - CH	11:30 PM
Room(s)	CH ROOM			PrepCnt	168	Salads served at tables	6:15 PM		
MainContact	Jennifer Thomson c 410-707-0154					Bride & groom grand	6:35 PM		
BarContact	Kirk c 7-972-1006								

Carriage House

Set Up OF ROOM

Headtable:Table Sizes Needed	1-4ft / 2- 8ft
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	1 Floor Easels
TV Monitor in Entry	No

BAR - SETUP

Bar -Indoor Opens	5:30 pm
Bar Closes	11:30 pm
# Bartenders for Outdoor Bar	2 - 8hr
# Bartenders Indoor Bar	1- 8hr
BAR CONTACT Name & cell:	Kirk c 7-972-1006
Non Alcoholic Beverage Service	Yes
Beer: Kegs CH	yes
Event Insurance Compnay	wedsure
Event Insurance Policy #	TBD
Signature Drinks - need recipe/in	TBD

Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Oranges for Oberon beer	tdb
Toast Time	6:40 pm

Put CHAMPAGNE on tables at 6:30 pm. Pour for the head table

Champagne Bottle at each 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	5:30 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	Navy
Bringing own table numbers	Yes
Children Under 5	Yes
Highchair : Quantity	TBD
Boosters: Quantity	TBD

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes

Carriage House

EVENT - CHINA AND GLASSWARE

Bread Plates	Yes
Champagne Glasses at All Tables	Yes

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up?	11 AM
Room open for set up day of	11:00 am
Who is removing cake stand at e	Alexa
Officiant	Issac Ellis
Florist	Sunburst Blooms
Baker	tbd
DJ Services	TNT
Holding area for bridal party CH	CH SUNROOM
Photographer has copy of timelin	has yes
Name of Hotel	Holiday Inn / Courtyard Marriot
Shuttle service: Company	Holiday Inn
Shuttle: # of guests	TBD
Name of Person taking gifts	Alexa
Person getting envelopes	Alexa
Rehearsal dinner Location?	Grizzley Peak
Who is taking leftover alcohol	Kirk c 7-972-1006

Gazebo

GAZEBO OPTIONS

High-Tops with linen 72" linen	2
Tables with 6 chairs & 72 " linen	3
Skirted DJ table in GZ - 8 ft	Yes
Dance Floor Rental Company	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	Pear & Brie Wrapped in Phyllo
Hors D'oeuvre 1	Bacon Wrapped Dates
Hors D'oeuvre 2	Filo Triangles filled with Spinach & Feta Cheese
Seat Guests - Ring Bell at this ti	6:15 pm
Rolls on tables when guests are s	6:15 pm
Salads served at tables with rolls	6:15 pm
Bride & groom grand entrance	6:35 pm
DJ Announcing entire wedding p	No
Toast Time	6:40 pm
Number people toasting?	3

1 MOH 2 SISTER 3 FOB

Kitchen

EVENT - MENU

Time scheduled for toasts	15
Dinner Time	7:00 pm
Menu Name	The Feast
Gluten Free Meals	
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 & Summer Squash with Onions & Red Peppers
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	7:20 pm
Cake Cutting & Display Options	Client Cuts - Rents China
Cake Cutting Time	7:50 pm
Golden Hour photos w b&g	8:00 pm
First Dance Time	8:30
Late Night Snack Time	10:00 pm
Bavarian Pretzels with Beer Chee	75

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	11:00 am
KRL - Floor Closes	5:00 pm
Add Additional Time	2 hrs @ 37.50
Banner Sign posted on front and	Yes

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:00 pm
First Look:at the Hospitality House	Yes
Pictures b-4 ceremony	Jennifer Thomson c 410-707-0154
Point person for rehearsal & cere	6:00 pm
Thursday Rehearsal Time	In Gazebo
Ceremony Rain Plan	
Phone # to call if rains	

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West Ceremony Grounds

CEREMONY - SET UP

	Andreea: 734-255-9939
Ceremony Music Set Up	Dj (4ft table needed)
First Look before ceremony	3:30 pm
First Look location	Hospitality House
lapel mics CHECK	
Reading Stand for Officiant	YES
Small Round Table w/Linen	No
Urns for wedding aisle: \$15 each	NO
Urns for wedding aisle: \$15 each	NO