

Client Fill-In Libby Siecinski & Corey Jones

Friday 5/31/2024

CustomerID	053124CH	EventID:	10734	Adults	136	Ceremony Time - WG	5:00 PM	Prayer Time - KIT	6:45 PM
EventDate	5/31/2024	Children	18	Bar -Indoor Opens - C	6:00 PM	Dinner Time - KIT	6:50 PM	Cake Cutting Time - K	7:50 PM
Client	Libby Siecinski & Corey Jones			Other	0	Rolls on tables when g	6:00 PM	Bar Closes - CH	11:30 PM
Banner	Libby & Corey			SeatCnt	154	Salads served at tables	6:00 PM	Bride & groom grand	6:20 PM
Room(s)	CH ROOM			PrepCnt	154	Toast Time - CH	6:25 PM		
MainContact	mob: Polly c 248-212-8202								
BarContact	FOG: Bruce c 517-512-4228								

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	NO
TV Monitor in Entry	No

BAR - SETUP

Bar -Indoor Opens	5:30 pm
Bar Closes	11:30 pm
# Bartenders Indoor Bar	2- 8 hr
BAR CONTACT Name & cell:	FOG: Bruce c 517-512-4228
Non Alcoholic Beverage Service	Yes
Event Insurance Compnay	TBD
Event Insurance Policy #	TBD
Signature Drinks - need recipe/in	TBD

Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Toast Time	6:25 pm
Champagne Bottle at each Table	No
Champagne for Head Table Only	Yes
1 BOTTLE	
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

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	Yes
Children Under 5	Yes
Highchair : Quantity	tbd
Boosters: Quantity	tbd
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 Head Tabl	
Bringing in their own glasses	

EVENT - SPECIAL ITEMS

Carriage House

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up?	Thurs family 2 pm -4 pm
Day of room opens 2:00 pm	
Room open for set up day of	2:00 pm
Officiant	Dan Rose
Florist	Bella Terra
Baker	TBD
DJ Services	Peter Bouchter
Holding area for bridal party CH	SUNROOM
Name of Hotel	Hampton Inn Saline
Shuttle service: Company	yes
Name of Person taking gifts	Sister - Maggie
Person getting envelopes	Sister - Maggie
Rehearsal dinner Location?	TBD
Who is taking leftover alcohol	FOG: Bruce c 517-512-4228

Gazebo

GAZEBO OPTIONS

Tables with 6 chairs & 72 " linen	2
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EVENT - TABLE INFO

EVENT - SPECIAL ITEMS

Kitchen

EVENT - MENU

Hors d'oeuvres yes or no	No
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
Bride & groom grand entrance	6:20 pm
Announce B&G	
DJ Announcing entire wedding p	No
Toast Time	6:25 pm
Number people toasting?	3
1. Moh 2. BM 3. Parents	
Time scheduled for toasts	15
Prayer Time	6:45 pm
Dinner Time	6:50 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

Kitchen

EVENT - MENU

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	TBD
Cake Cutting Time	7:50 pm
Golden Hour photos w b&g	Golden Hour photos after first dance
First Dance Time	8:00 pm

West Ceremony Grounds

CEREMONY - SET UP

CEREMONY INFORMATION	
Thursday Decorating: 2 pm to 4 pm	
Ceremony Time	5:00 pm
Hampton Inn: starting there	
Pictures b-4 ceremony	Yes
Bridal party: Arriving at Wellers at 2:30 pm	
Point person for rehearsal & cere	Bride
Groomsmen: 2:30 pm	
Thursday Rehearsal Time	4:00 pm
Ceremony Rain Plan	In Gazebo
CA Circle	
Phone # to call if rains	Andreea: 734-255-9939
Ceremony Music Set Up	Dj (no table needed)
Peter Belcher	
First Look before ceremony	2:30 pm
First Look location	Wellers
Reading Stand for Officiant	NO
Small Round Table w/Linen	NO
Urns for wedding aisle: \$15 each	NO
Urns for wedding aisle: \$15 each	NO