

Client Fill-In Megan Gregorchuk & Tyler Loveday

Saturday 6/1/2024

CustomerID	060124CH	EventID:	10722	Adults	175	Ceremony Time - WG	5:00 PM	Toast Time - CH	6:30 PM
EventDate	6/1/2024	Children	4	Bar -Indoor Opens - C		5:30 PM Dinner Time - KIT	5:30 PM	6:45 PM	
Client	Megan Gregorchuk & Tyler Loved	Other	0	Outdoor Bar Opens -		5:30 PM Cake Cutting Time - K	5:30 PM	7:55 PM	
Banner	Megan & Tyler	SeatCnt	179	Seal Guests - Ring Bell		6:00 PM Bar Closes - CH	6:00 PM	11:30 PM	
Room(s)	CH ROOM	PrepCnt	179	Rolls on tables when g		6:00 PM	6:00 PM		
MainContact	Danielle c			Salads served at tables		6:00 PM	6:00 PM		
BarContact	fog kevin c 7-344-2304			Bride & groom grand		6:20 PM	6:20 PM		

Carriage House

Set Up OF ROOM

Headtable:Table Sizes Needed	1-4ft / 2- 8ft
ROOM SET-UP 3 hrs prior to c	11am/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
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:	fog kevin c 7-344-2304
Non Alcoholic Beverage Service	Yes
Beer: Kegs CH	TBD
Event Insurance Compnay	TBD
Event Insurance Policy #	TBD
Signature Drinks - need recipe/in	
HIS: THE JOSEY 7&7 lemon slice	
Liquor	Yes
HERS: THE LUNA Shirley Temple w Vodka	
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Toast Time	6:30 pm
Toast with whatever guests are dr	Yes
Champagne Bottle at each Table	No
Champagne for Head Table Only	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	
TBD	
Liquor	Yes

EVENT - TABLE INFO

Napkin Color 1	Black
Bringing own table numbers	No
Use Wellers table numbers	
Children Under 5	Yes
Bringing in own candles	Yes

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
Bread Plates	

Carriage House

EVENT - CHINA AND GLASSWARE

	Yes
Champagne Glasses at All Tables	No
Champagne Glasses at Head Tabl	NO
Champagne Glasses at Head Tabl	NO

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up?	Danielle c
11am	
Room open for set up day of	11:00 am
Who is removing cake stand at e	TBD
Officiant	TBD
Florist	Sweet thyme florals
Baker	Cakes by Stephanie
DJ Services	Doyle
TBD LAPEL MICS?	
Holding area for bridal party CH	sunroomn
Photographer has copy of timelin	YES
Name of Hotel	Hampton Inn Saline
Shuttle service: Company	tbd
Name of Person taking gifts	parents
Person getting envelopes	parents
Rehearsal dinner Location?	tbd
Who is taking leftover alcohol	fog kevin c 7-344-2304

Gazebo

GAZEBO OPTIONS

High-Tops with linen 72" linen	2
Tables with 6 chairs & 72 " linen	4

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	Chicken Quesadilla Trumpets
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
DJ Announcing entire wedding p	Yes
the girls & the guys b&g	
Toast Time	6:30 pm
Number people toasting?	2
1 brides maid 2 BM	

Kitchen

EVENT - MENU

Prayer Time	10 Minutes
TBD	
Dinner Time	6:45 pm
Menu Name	Summer Hammock
Gluten Free Meals	
YES	
Entrée 1	Braised Short Ribs with Burgundy Wine Sauce
Entrée 2	Blackened Chicken Breasts
Starch Side 1	Artisan White Mac & Cheese with Truffled Bread Crumbs
Starch Side 2	Cilantro-Lime Basmati Rice
Veggie Side 1	Roasted Corn Succotash with Red Peppers & Red Onions
Veggie Side 2	Grilled Rainbow Carrots
Salad 1	Caesar Salad with House-made Dressing & Home-made Croutons
Bread 1	Warm Cornbread with Butter
Dipping Oil on Each Table	yes
Walk-about after B&G eat	7:15 pm
Cake Cutting & Display Options	
Rent cake plates a?	
Cake Cutting Time	7:55 pm
DJ announce	
Golden Hour photos w b&g	8:00 pm
First Dance Time	8:30 pm

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:00 pm
Pictures b-4 ceremony	Yes
TBD	
Point person for rehearsal & cere	Danielle c
Thursday Rehearsal Time	6:00 pm
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255-9939
Ceremony Music Set Up	Dj (no table needed)
First Look before ceremony	
TBD	
First Look location	
TBD	
Reading Stand for Officiant	YES
Small Round Table w/Linen	No
Urns for wedding aisle: \$15 each	NO

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