

# Client Fill-In Rachel Shearon & Trevor Wells

Saturday 6/1/2024

<b>CustomerID</b>	060124RR	<b>EventID:</b>	10744	<b>Adults</b>	89	<b>Ceremony Time - EG</b>	4:00 PM	<b>Dinner Time - KIT</b>	5:50 PM
<b>EventDate</b>	6/1/2024	<b>Children</b>	0	<b>Bar - Indoor Opens - R</b>	4:30 PM	<b>Cake Cutting Time - K</b>	6:40 PM	<b>Seat Guests - Ring Bell</b>	5:15 PM
<b>Client</b>	Rachel Shearon & Trevor Wells	<b>Other</b>	0	<b>Rolls on tables when g</b>	5:15 PM	<b>Salads served at tables</b>	5:15 PM	<b>Bride &amp; groom grand</b>	5:30 PM
<b>Banner</b>	Rachel & Trevor	<b>SeatCnt</b>	89	<b>PrepCnt</b>	89	<b>Toast Time - RR</b>	5:45 PM	<b>Bar Closes - RR</b>	10:30 PM
<b>Room(s)</b>	RR ROOM								
<b>MainContact</b>	Chyna c 918-728-0920								
<b>BarContact</b>	fob Michael c 734-355-4162								

## East Ceremony Grounds

### CEREMONY - SET UP

Ceremony Time	4:00 pm
<b>2:30 arriving for pictures at Wellers</b>	
Pictures b-4 ceremony	Yes
Point person for rehearsal & cere	Elizabeth Songlin c 847-856-9690
Thursday Rehearsal Time	6:00 pm
Ceremony Rain Plan	In Room
Phone # to call if rains	Andreea: 734-255-9939
Ceremony Music Set Up	Dj (4ft table needed)
First Look before ceremony	Yes
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

## Kitchen

### EVENT - MENU

Hors d'oeuvres yes or no	No
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
Bride & groom grand entrance	5:30 pm
<b>Just B&amp;G</b>	
DJ Announcing entire wedding p	No
Toast Time	5:45 pm
Number people toasting?	1
<b>B&amp;G doing a welcom</b>	
Time scheduled for toasts	5 min
Prayer Time	
<b>No Prayer</b>	
Dinner Time	5:50 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
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

## Kitchen

### EVENT - MENU

Dipping Oil on Each Table	with Dipping Oil
Walk-about after B&G eat	yes
<b>No walk about</b>	
Cake Cutting & Display Options	Client cuts cake /brings in everything
Cake Cutting Time	6:40 pm
Golden Hour photos w b&g	
<b>After dancing starts</b>	
First Dance Time	6:45 pm

## McKay Lower Floor

### KR Lower Floor

KRL - Floor Opens	12:00 pm
KRL - Floor Closes	4:00 pm
<b>First Look @ 2pm</b>	
Add Additional Time	
<b>Small Beginnings Photograaphy</b>	
Banner Sign posted on front and	Yes

## Raisin River Room

### Set Up OF ROOM

ROOM SET-UP 3 hrs prior to c	11 am / 1 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	4:30 pm
Bar Closes	10:30 pm
# Bartenders Indoor Bar	1- 8hr
BAR CONTACT Name & cell:	fob Michael c 734-355-4162
Non Alcoholic Beverage Service	Yes
Event Insurance Compnay	TBD
Event Insurance Policy #	TBD
Signature Drinks - need recipe/in	Yes
<b>tbd</b>	
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Fresh Mint	
<b>TBD Maybe Mint</b>	
Oranges for Oberon beer	
<b>TBD</b>	
Toast Time	5:45 pm
Toast with whatever guests are dr	Yes
Champagne Bottle at each Table	No
Champagne for Head Table Only	No
Champagne: Pour at Head Table	No
Iced Water, Iced Tea, Lemonade	Yes
If No Indoor put Lemonade & Ice	Yes

## Raisin River Room

### BAR - SETUP

Water Pitcher at each Table	Yes
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### BAR - GLASSES

RR: All Glass Bar 6 hrs	Yes
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### BAR - OUTDOOR ONLY

### EVENT - TABLE INFO

Napkin Color 1	White
Overlay Color	Ivory
Bringing in own candles	Yes
Wellers Farm Lanterns \$5	n

### EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
Bread Plates	Yes
Champagne Glasses at All Tables	No
Champagne Glasses at Head Tabl	NO
Champagne Glasses at Head Tabl	NO

### EVENT - SPECIAL ITEMS

Photo Booth	no
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### SALES DISCUSSION

Who is setting up?	family
Room open for set up day of	11:00 am
Officiant	Elizabeth
Florist	Wood Flowers
DJ Services	Meg Schelling
Name of Hotel	Webers
Shuttle service: Company	none
Name of Person taking gifts	fog parents
Person getting envelopes	fog parents
Who is taking leftover alcohol	fob Michael c 734-355-4162