

Client Fill-In Mary Gass & William Adams

Saturday 5/9/2026

CustomerID	050926CH	EventID:	11949	Adults	170	Indoor Bar Opens - C	5:30 PM	Dinner Time - KIT	7:00 PM
EventDate	5/9/2026	Children	0	Outdoor Bar Opens -	5:30 PM	Cake Cutting Time - K	7:30 PM		
Client	Mary Gass & William Adams	Other	0	Seat Guests - Ring Bell	6:00 PM	Indoor Bar Closes - C	11:30 PM		
Banner	Mary & Will	SeatCnt	170	Rolls on tables when g	6:00 PM				
Room(s)	CH ROOM	PrepCnt	170	Salads served at tables	6:00 PM				
MainContact	2 -Valerie Shaw & Elegant Weddi			Bride & groom grand	6:30 PM				
BarContact	Fob: Mike Gass C 313-600-3124			Toast Time - CH	6:45 PM				

Carriage House

Set Up OF ROOM

ROOM OPENS FOR DECORA	
Decorating on Friday 5-8 @ noon	
Thursday decorating	
2 people elegant events decorating	
Headtable:Table Sizes Needed	1-4ft /1-8ft / 1 4ft
2:30 pm Madeleine Smerdon	
Number of Chairs at Head Table	2
Large Floor-Easel in Entry	1 Floor Easel
change to \$25	

BAR - SETUP

Event Insurance Company	Event Helper
Event Insurance Policy #	# 3DS5476-M4427886
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	Fob: Mike Gass C 313-600-3124
Indoor Bar Opens	5:30 pm
Indoor Bar Closes	11:30 pm
# Bartenders Indoor Bar	1- 8hr
Outdoor Bar Opens	5:30 pm
# Bartenders Outdoor Bar	2 - 8hr
Beer: # Kegs CH	tbd
Beer: Bottled RR	tbd
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Signature Drinks - need recipe/in	Yes
Tom Collins	
Toast Time	6:45 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
Tip Jar Allowed	Yes
Iced Water, Iced Tea, Lemonade	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	Sungold
Bringing own table numbers	No
Bringing in own candles	Yes
Wellers Farm Lanterns \$5	N

Carriage House

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

SALES DISCUSSION

Who is setting up florals?	Madeleine Smerdon
Who is tearing down at end of ni	family
Room open for set up day of	11:00 am
Who is removing cake stand at e	mob Mary
Officiant	not at Wellers
Discuss floral arrangements:	Yes
Florist	Madeleine Smerdon
Florist must take trash & packagi	yes
Baker	Gwen Briston
Sheetcakes being brought in	yes
DJ Services	Tony
Photographer	Sarah Tulip
Name of Hotel	no hotel
Shuttle service: Company	no shuttle
Name of Person taking gifts	mob
Person getting envelopes	mob
Rehearsal dinner Location?	Paleos
Who is taking leftover alcohol	Fob: Mike Gass C 313-600-3124

Gazebo

GAZEBO OPTIONS

High-Tops with linen 72" linen	4
Tables with 6 chairs & 72" linen	4
Skirted DJ table in GZ - 8 ft	Yes
Dance Floor Rental Company	Canton Canopy

Bringing in two space heaters

EVENT - TABLE INFO

EVENT - SPECIAL ITEMS

Kitchen

EVENT - MENU

Hors d'oeuvres yes or no	Yes
Ceremony is not at Wellers	
Pass Hors Time	5:30 pm
1:30 pm @ St Thomas	
Hors D'oeuvre	Pear & Brie Wrapped in Phyllo
at Botanical Gardens	
Hors D'oeuvre 1	Asparagus Wrapped In Filo with Asiago

Kitchen

EVENT - MENU

	Cheese
Hors D'oeuvre 2	Portabella Mushroom Crostini
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
B&G cut cake at grand entrance	Yes
6:30 pm	
Bride & groom grand entrance	6:30 pm
DJ Announcing entire wedding p	Yes
TBD	
Toast Time	6:45 PM
Number people toasting?	2
1. Moh 2 BM	
Time scheduled for toasts	10 min
Prayer Time	Yes
Dinner Time	7:00 pm
Mike Gass	
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	Roasted Corn with Caramelized Red Onions & Red Peppers
Veggie Side 2	Green Beans with Toasted Almonds
Salad 1	Mixed Green Salad with Dried Cranberries, Feta and Red Onions
Bread 1	Warm Herbed Rolls with Dipping Oil

No Walk About	
Walk-about after B&G eat	
Doing receiving line at the church	
Cake Cutting & Display Options	Wellers Cuts Cake /Serves includes china

Gwen	
Cake Cutting Time	7:30 pm
3 tiers + 1 large sheet cake	
Golden Hour photos w b&g	8:00 pm
Strawberries & Cream	
First Dance Time	8:15 pm
Outside Desserts Display options	None