

Client Fill-In Emma Cadoret & Dominic Cabrera

Friday 5/15/2026

CustomerID	051526CH	EventID: 11573	Adults	140	Ceremony Time - WG	5:00 PM	Dinner Time - KIT	7:15 PM
EventDate	5/15/2026		Children	0	Indoor Bar Opens - C	5:30 PM	Cake Cutting Time - K	8:15 PM
Client	Emma Cadoret & Dominic Cabrera		Other	0	Seat Guests - Ring Bell	6:00 PM	Indoor Bar Closes - C	11:30 PM
Banner	Emma & Dominic		SeatCnt	140	Bride & groom grand	6:30 PM		
Room(s)	CH ROOM		PrepCnt	140	Rolls on tables when g	6:30 PM		
MainContact	Denise c 517-410-6693				Salads served at tables	6:30 PM		
BarContact	FOB DON c 734-905-1721				Toast Time - CH	6:45 PM		

Carriage House

Set Up OF ROOM

Thursday decorating	5:00 am
Headtable:Table Sizes Needed	1-4ft / 2- 8ft
Number of Chairs at Head Table	13
1 High Chair at Head Table	
Large Floor-Easel in Entry	
TBD	

BAR - SETUP

Event Insurance Company	TBD
Event Insurance Policy #	TBD
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	FOB DON c 734-905-1721
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	

Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Fresh Mint	
TBD	

Oranges for Oberon beer	yes
Signature Drinks - need recipe/in	Yes
His Her	

Toast Time	6:45 pm
Toast with whatever guests are dr	Yes
Champagne Bottle at each Table	No
Champagne for Head Table Only	Yes
Bride & Groom 1 bottle	
Champagne: Pour at Head Table	Yes
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
A&L supplying tap for keg	Yes
All Plastic- No glass allowed at o	Yes
Liquor	Yes

EVENT - TABLE INFO

Napkin Color	Blue
Bringing own table numbers	Yes
Children Under 5	Yes
Highchair : Quantity	
TBD	
Boosters: Quantity	
TBD	

Carriage House

EVENT - TABLE INFO

Bringing in own candles	
Tapered candles in glass	
Wellers Farm Lanterns \$5	
TBD	

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
Bread Plates	Yes
Champagne Glasses at All Tables	
Bringing in own champagne glasses	

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	Denise c 517-410-6693
Who is tearing down at end of ni	Denise c 517-410-6693
Room open for set up day of	3:00 pm
Who is removing cake stand at e	
Denise c 517-410-6693	
Officiant	John Weidman
Discuss floral arrangements:	Yes
Florist	Denise c 517-410-6693
Florist must take trash & packagi	Denise c 517-410-6693
Baker	Steve
DJ Services	Mike Staff
Holding area for bridal party CH	CH Sunroom
Photographer	Mike Staff
Name of Hotel	Hampton Inn
Shuttle service: Company	tbd
Name of Person taking gifts	Denise c 517-410-6693
Person getting envelopes	MOB
Rehearsal dinner Location?	Hampton Inn
Bartender payments	At Final Meeting
Contract Bartender Fee Paid	
3 Checks @ \$280 each made to nobody	
Who is taking leftover alcohol	FOB DON c 734-905-1721

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	N

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	Chicken Quesadilla Trumpets
Hors D'oeuvre 1	Bruschetta with Tomatoes, Basil & Garlic
Seat Guests - Ring Bell at this ti	6:00 pm
Rolls on tables when guests are s	6:30 pm
Salads served at tables with rolls	6:30 pm
Bride & groom grand entrance	6:30 pm
DJ Announcing entire wedding p	No
Toast Time	6:45 pm
Number people toasting?	4

TBD 1. MoH 2 Isabella 3 BM 4 FOB

Time scheduled for toasts	25 min
Prayer Time	Yes
Dinner Time	7:15 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	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
Walk-about after B&G eat	7:35 pm

Walk About with Photographer

Cake Cutting & Display Options	Baker is doing dessert display no refrigeration
Cake Cutting Time	8:15 pm
Dessert Table : Steve c 517-410-6692	
First Dance Time	8:30 pm
Pizza Buffet Guest Count	75

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	10:00 am
10:00 hair & Make Up	

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McKay Lower Floor

KR Lower Floor

KRL - Floor Closes

2 pm Photographer

Added Hours

4:30 First Look w Father

First Look with Father

4:45 pm Bride & Father to Wellers

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time

First Look at Wellers

3:30 PM Groom & Grooms men arrive at Wellers

Pictures b-4 ceremony

4:30 pm First Look with Father at HH

Ceremony Rain Plan

4:45 pm Brie & Father arrive at Wellers

Phone # to call if rains

Point person for rehearsal & cere

Wedding party arrival time

4:00 pm pictures with groom & groomsmen at Wellers b4 ceremony

First Look before ceremony

4:30 pm First Look with father @ Hospitality House

REHEARSAL TIME ON THUR

DJ Table for ceremony - 4 ft

TBD

Reading Stand for Officiant

Small Round Table w/Linen

Urns for wedding aisle: \$15 each

Urns for wedding aisle: \$15 each