

# Client Fill-In Kaylee Ayers & Brandon Francis

Saturday 5/16/2026

<b>CustomerID</b>	051626CH	<b>EventID:</b>	11271	<b>Adults</b>	160	<b>Ceremony Time - WG</b>	5:00 PM	<b>Toast Time - CH</b>	6:45 PM
<b>EventDate</b>	5/16/2026	<b>Children</b>	2	<b>Indoor Bar Opens - C</b>	5:30 PM	<b>Dinner Time - KIT</b>	7:05 PM		
<b>Client</b>	Kaylee Ayers & Brandon Francis		<b>Other</b>	0	<b>Outdoor Bar Opens -</b>	5:30 PM	<b>Cake Cutting Time - K</b>	8:00 PM	
<b>Banner</b>	Kaylee & Brandon		<b>SeatCnt</b>	162	<b>Seal Guests - Ring Bell</b>	6:00 PM	<b>Indoor Bar Closes - C</b>	11:30 PM	
<b>Room(s)</b>	CH ROOM		<b>PrepCnt</b>	162	<b>Rolls on tables when g</b>	6:00 PM			
<b>MainContact</b>	Doug Zorn				<b>Salads served at tables</b>	6:00 PM			
<b>BarContact</b>	Doug Zorn				<b>Bride &amp; groom grand</b>	6:30 PM			

## Carriage House

### Set Up OF ROOM

ROOM OPENS FOR DECORA	11:00 am
Thursday decorating	11:00 am
Headtable:Table Sizes Needed	1-4ft / 2- 8ft
Number of Chairs at Head Table	12
Large Floor-Easel in Entry	1 Floor Easel

### BAR - SETUP

Event Insurance Company	tbd
Event Insurance Policy #	tbd
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	Doug Zorn
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
Signature Drinks - need recipe/in	No
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	Blue
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 All Tables	No

## Carriage House

### EVENT - CHINA AND GLASSWARE

Champagne Glasses at Head Tabl	NO
Champagne Glasses at Head Tabl	NO

### EVENT - SPECIAL ITEMS

### SALES DISCUSSION

Who is setting up florals?	Doug Zorn
Who is tearing down at end of ni	Doug Zorn
Room open for set up day of	11:00 am
Who is removing cake stand at e	none
Officiant	June Ford
Discuss floral arrangements:	Yes
Florist	artificial flowers
Baker	Shannon Hughes
DJ Services	Chime Entertainment
Holding area for bridal party CH	CH SUNROOM
Photographer	Cameron Carrey Photography
Name of Hotel	Hampton Inn
Shuttle service: Company	Hampton Inn
Name of Person taking gifts	Mom & Dad
Person getting envelopes	Mom & Dad
Rehearsal dinner Location?	Salt Brewery
Who is taking leftover alcohol	Mom & Dad

## Gazebo

### GAZEBO OPTIONS

High-Tops with linen 72" linen	2
Tables with 6 chairs & 72 " linen	4
Skirted DJ table in GZ - 8 ft	Yes

### 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	Mac & Cheese Wedges
Hors D'oeuvre 2	Bruschetta with Tomatoes, Basil & Garlic
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	6:30 pm
DJ Announcing entire wedding p	Yes
Toast Time	6:45
Number people toasting?	3

1. Moh 2 bm 3 dad

## Kitchen

### EVENT - MENU

Time scheduled for toasts	20
Prayer Time	Yes
<b>Aaron</b>	
Dinner Time	7:05 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	7:30 pm
Cake Cutting & Display Options	Cupcakes doing their own display
<b>Aunt Shannon -</b>	
Cake Cutting Time	8:00 pm
Golden Hour photos w b&g	8:15 pm
First Dance Time	8:30 pm
Outside Desserts Display options	None
Pizza Buffet Guest Count	100

## West Ceremony Grounds

### CEREMONY - SET UP

Ceremony Time	5:00 pm
First Look at Wellers	
<b>First Look at HH @ 4:30 pm</b>	
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255- 9939
Point person for rehearsal & cere	Doug Zorn
Ceremony Music Set Up	Dj (4ft table needed)
<b>Chime Entertainment</b>	
First Look before ceremony	4:30 pm
<b>At Hotel with Dad</b>	
REHEARSAL TIME ON THUR	6:00 pm
DJ Table for ceremony - 4 ft	No
Reading Stand for Officiant	YES
Urns for wedding aisle: \$15 each	

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