

Client Fill-In Kate Aren & Zac Ott

Tuesday 5/19/2026

| | | | | | | | | | |
|--------------------|---------------------|-----------------|-------|----------------|-----|--------------------------------|---------|------------------------------|---------|
| CustomerID | 051926CH | EventID: | 11966 | Adults | 100 | Ceremony Time - WG | 5:00 PM | Cake Cutting Time - K | 7:30 PM |
| EventDate | 5/19/2026 | Children | 0 | Other | 0 | Outdoor Bar Opens - | 5:30 PM | | |
| Client | Kate Aren & Zac Ott | SeatCnt | 100 | PrepCnt | 100 | Seat Guests - Ring Bell | 6:00 PM | | |
| Banner | Kate & Zac | | | | | Rolls on tables when g | 6:00 PM | | |
| Room(s) | CH ROOM | | | | | Salads served at tables | 6:00 PM | | |
| MainContact | 90-2-19 @ 5:30 pm | | | | | Bride & groom grand | 6:20 PM | | |
| BarContact | Dave Ott | | | | | Dinner Time - KIT | 6:45 PM | | |

Carriage House

Set Up OF ROOM

| | |
|---|----------------|
| Thursday decorating | 2:00 pm |
| Decorating on Monday 2 pm | |
| Headtable:Table Sizes Needed | 1- 4ft / 1-8ft |
| Number of Chairs at Head Table | 13 |
| Drop Curtain and put floral arrangement in front of it | |
| Large Floor-Easel in Entry | 1 Floor Easel |
| No dining in sunroom | |

BAR - SETUP

| | |
|-----------------------------------|--------------------------|
| Event Insurance Company | TBD |
| Event Insurance Policy # | TBD |
| Non Alcoholic Beverage Service | Yes |
| BAR CONTACT Name & cell: | Dave Ott: c 313-407-3194 |
| Indoor Bar Opens | |
| NO INDOOR BAR | |
| Indoor Bar Closes | |
| OUTDOOR BAR ONLY | |
| 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 | No |
| 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

BAR - OUTDOOR ONLY

| | |
|------------------------------------|----------|
| Outdoor Bar Opens | 5:30 pm |
| NO INDOOR BAR | |
| 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 | Black |
| Bringing own table numbers | Yes |
| Wellers Farm Lanterns \$5 | |
| TBD not sure about centerpieces TBD | |

EVENT - CHINA AND GLASSWARE

| | |
|------------------|-----|
| Dinner Plates | Yes |
| Salad Plates | Yes |
| Olive Oil Plates | Yes |

Carriage House

EVENT - CHINA AND GLASSWARE

| | |
|---------------------------------|-----|
| Bread Plates | Yes |
| Champagne Glasses at All Tables | No |
| Champagne Glasses at Head Table | NO |
| Champagne Glasses at Head Table | NO |

EVENT - SPECIAL ITEMS

SALES DISCUSSION

| | |
|--------------------------------|---------------------------|
| Who is setting up florals? | Megesh |
| Room open for set up day of | 2:00 pm |
| Officiant | Pastor Steinner |
| Discuss floral arrangements: | Yes |
| Florist | Megesh |
| Baker | Elite Sweet/ Holly friend |
| DJ Services | Ruesch Entertainment |
| Photographer | 3 photographer |
| Name of Hotel | TBD |
| TBD | |
| Shuttle service: Company | TBD |
| TBD | |
| Shuttle: # of guests | TBD |
| Person getting envelopes | |
| FOB | |
| Who is taking leftover alcohol | Dave Ott |

Gazebo

GAZEBO OPTIONS

| | |
|----------------|----|
| Portable Stage | NO |
|----------------|----|

EVENT - TABLE INFO

EVENT - SPECIAL ITEMS

Kitchen

EVENT - MENU

| | |
|------------------------------------|---|
| Hors d'oeuvres yes or no | Yes |
| TBD | |
| Pass Hors Time | 5:30 pm |
| Hors D'oeuvre | Pork Pot Stickers with Ginger Shoyu Sauce |
| 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 |
| B&G cut cake at grand entrance | Yes |
| Bride & groom grand entrance | 6:20 pm |
| DJ Announcing entire wedding p | No |
| Toast Time | 6:25 pm |
| Number people toasting? | 3 |
| 1 moh 2 bm 3 fob | |
| Time scheduled for toasts | 20 |

Kitchen

EVENT - MENU

| | |
|---|--|
| Prayer Time | Yes |
| Dinner Time | 6:45 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 | 7:05 pm |
| Bringing own knife for cake cutti | |
| small wedding cake & dessert table | |
| Cake Cutting & Display Options | Client Cuts - Rents China |
| Holly Bartman is doing a dessert table | |
| Cake Cutting Time | 7:30 pm |
| Elite Sweets | |
| Golden Hour photos w b&g | 7:45 pm |
| First Dance Time | 8:15 pm |
| Outside Desserts Display options | None |
| Late Night Snack Time | |
| TBD | |
| Pizza Buffet Guest Count | |
| TBD | |

West Ceremony Grounds

CEREMONY - SET UP

| | |
|--|-----------------------|
| CEREMONY INFORMATION | TUESDAY WEDDING |
| Invitation says 4:30 pm | |
| Ceremony Time | 5:00 pm |
| Getting Ready: TBD | |
| First Look at Wellers | Yes |
| Pictures b-4 ceremony | Yes |
| Arriving at Wellers for First Look with Father at the | |
| Phone # to call if rains | Andreea: 734-255-9939 |
| Point person for rehearsal & cere | Pastor Steinbrenner |
| Wedding party arrival time | 4:30 pm |

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West Ceremony Grounds

CEREMONY - SET UP

Ceremony Music Set Up

Guest arriving @ 4:30 pm: have lemonade & ice water

First Look before ceremony

First Look with Dad @ 4:45 pm

REHEARSAL TIME ON THUR

Rehearsal on Monday @ 4 pm

DJ Table for ceremony - 4 ft

Reading Stand for Officiant

Small Round Table w/Linen

Urns for wedding aisle: \$15 each