

Client Fill-In Lindsay Beard & Ryan Gibbons

Saturday 5/30/2026

CustomerID	053026CH	EventID:	11272	Adults	160	Ceremony Time - WG	5:00 PM	Cake Cutting Time - K	7:30 PM
EventDate	5/30/2026	Children	0	Indoor Bar Opens - C	5:30 PM	Indoor Bar Closes - C	11:30 PM		
Client	Lindsay Beard & Ryan Gibbons			Other	0	Seat Guests - Ring Bell	6:00 PM		
Banner	Lindsay & Ryan			SeatCnt	160	Rolls on tables when g	6:00 PM		
Room(s)	CH ROOM			PrepCnt	160	Salads served at tables	6:00 PM		
MainContact	Sabrina 313-673-1858					Bride & groom grand	6:30 PM		
BarContact	fog:Mike c 248-495-3223					Dinner Time - KIT	7:05 PM		

Carriage House

Set Up OF ROOM

Headtable:Table Sizes Needed	1-4ft / 2- 8ft
Number of Chairs at Head Table	14
Large Floor-Easel in Entry	1 Floor Easel

TBD

BAR - SETUP

Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	Sabrina 313-673-1858
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	

TBD

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

Liquor	Yes
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EVENT - TABLE INFO

Napkin Color	White
Bringing own table numbers	No
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 Table	NO
Champagne Glasses at Head Table	NO

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	Little workshop florals - Laura
Flowers can come in at 11 am	
Who is tearing down at end of ni	Sabrina 313-673-1858
Room open for set up day of	2:00 pm
Who is removing cake stand at e	Karen
Officiant	Joyce

Carriage House

SALES DISCUSSION

Discuss floral arrangements:	Yes
Florist	Little Workshop Florals
Florist must take trash & packagi	yes
Baker	Karen
DJ Services	Prestige
Holding area for bridal party CH	CH SUNROOM
Photographer	Katarina
Name of Hotel	Webers
Shuttle service: Company	Dream Limosine
Shuttle: # of guests	24
Name of Person taking gifts	mob
Person getting envelopes	mob
Rehearsal dinner Location?	Salt Springs
Who is taking leftover alcohol	fog:Mike c 248-495-3223

This is not the Bar Contact

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
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	Pork Pot Stickers with Ginger Shoyu Sauce
Hors D'oeuvre 2	Filo Triangles filled with Spinach & Feta Cheese
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	6:30 pm
DJ Announcing entire wedding p	No
Toast Time	6:40 pm
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Number people toasting?	4
Time scheduled for toasts	25 min
Prayer Time	Yes
Dinner Time	7:05 pm

Kitchen

EVENT - MENU

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	Client Cuts - Rents China
	china plates, forks & napkins from Wellers
Cake Cutting Time	7:30 pm
Golden Hour photos w b&g	8:00 pm
First Dance Time	8:15 pm
Late Night Snack Time	10:00 pm
Pizza Buffet Guest Count	100

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	8:00 am
9:00 am Hair & Make up: Make Up Loft	
KRL - Floor Closes	3:00 pm
2:00 pm Smith & Co Katarina	
Added Hours	2 hrs @ 35.00
3:15 pm Go to Wellers	
First Look with Father	
3:20 pm First Look at Wellers	

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:00 pm
3:00 pm Bridal Party arrive at Wellers @ 3:15 for First Look and Photos	
First Look at Wellers	Yes
Smith & Co	
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	

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West Ceremony Grounds

CEREMONY - SET UP

	Andreea: 734-255-9939
Point person for rehearsal & cere	Sabrina 313-673-1858
Wedding party arrival time	3:00 pm
Ceremony Music Set Up	Dj (no table needed)
First Look before ceremony	4:00 pm
DJ Prestige Wedding & Events	
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	NO
Urns for wedding aisle: \$15 each	NO