

Client Fill-In Emmalee Fair & Kent Mc Combs

Friday 6/12/2026

CustomerID	061226CH	EventID:	11952	Adults	164	Indoor Bar Opens - C	5:30 PM	Dinner Time - KIT	7:05 PM
EventDate	6/12/2026	Children	2	Outdoor Bar Opens -		Rolls on tables when g	6:00 PM	Cake Cutting Time - K	7:40 PM
Client	Emmalee Fair & Kent Mc Combs			Other	0	Salads served at tables	6:00 PM	Indoor Bar Closes - C	11:30 PM
Banner	Emmalee & Kent			SeatCnt	166	Seat Guests - Ring Bell	6:00 PM		
Room(s)	CH ROOM			PrepCnt	166	Bride & groom grand	6:35 PM		
MainContact	Aunt Becky: #11 c 517-920-3214					Toast Time - CH	6:45 PM		
BarContact	fog:Larry c 7-834-4535								

Carriage House

Set Up OF ROOM

Thursday decorating	2:00 pm
Headtable:Table Sizes Needed	1-4ft / 2- 8ft
Number of Chairs at Head Table	18
Large Floor-Easel in Entry	1 Floor Easel

BAR - SETUP

Event Insurance Company	Wedsure
Event Insurance Policy #	#OLP114840
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	fog:Larry c 7-834-4535
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	4 1/4 kegs

Outdoor Bar: 2 Ultra

Beer: Bottled RR

Indoor Bar: 1 Ultra & Modello

Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Oranges for Oberon beer	no
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

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	Ivory
Bringing own table numbers	No
Wellers table numbers	
Children Under 5	Yes
Highchair : Quantity	2
Bringing in own candles	Yes
Wellers Farm Lanterns \$5	no

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?	Aunt Becky: #11 c 517-920-32146
Who is tearing down at end of ni	Aunt Becky: #11 c 517-920-3214
Room open for set up day of	2:00 pm
Officiant	Josh
Discuss floral arrangements:	Yes
Florist	SELF
Florist must take trash & packagi	yes
Baker	Self

Costco

Sheetcakes being brought in	yes
DJ Services	Jacob Wilson
Photographer	Darby Bullinger
Name of Hotel	Hampton
Shuttle service: Company	yes
Shuttle: # of guests	yes
Name of Person taking gifts	Aunt Becky: #11 c 517-920-3214
Person getting envelopes	Aunt Becky: #11 c 517-920-3214
Rehearsal dinner Location?	Carlyles
Bartender payments	3
Who is taking leftover alcohol	fog:Larry c 7-834-4535
Refund Envelope Addressed by c	Yes

BANQUET MANAGER

2:00 PM Andreea Saitis

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
Ceremony is at St Andrews	

Kitchen

EVENT - MENU

Pass Hors Time	5:30 pm
Guests arriving at 5 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
Bride & groom grand entrance	6:35 pm
First Dand when b&g enter	
DJ Announcing entire wedding p	Yes
16 announce in 8 pairs + B&g	
Toast Time	6:45 pm
Number people toasting?	3
1 MOH 2 BM 3 FOB	
Time scheduled for toasts	15 MIN
Prayer Time	Yes
Father Josh	
Dinner Time	7:05 pm
Menu Name	The Feast
2 GF 1 DAIRY FREE	
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 time	No Walk About
Cake Cutting Time	7:40 pm
OUTSIDE DESSERTS	no
3 Sheet Cakes	
Name of person cutting cakes	Wellers
Includes china plates	
Renting china cake plates	
Cut everything	
Golden Hour photos outside	7:50 pm
First Dance Time	8:15 pm

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Kitchen

EVENT - MENU

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens

hair & Make up

KRL - Floor Closes

Added Hours

McKay Upper Floor

KR Upper Floor

KRU- Opens

KRU-Closes