

# Client Fill-In Stephanie Slater & Nicholas Wyatt

Saturday 6/13/2026

<b>CustomerID</b>	061326CH	<b>EventID:</b>	11262	<b>Adults</b>	186	<b>Ceremony Time - WG</b>	5:00 PM	<b>Toast Time - CH</b>	6:30 PM
<b>EventDate</b>	6/13/2026	<b>Children</b>	0	<b>Indoor Bar Opens - C</b>		<b>Dinner Time - KIT</b>	5:30 PM	<b>7:00 PM</b>	
<b>Client</b>	Stephanie Slater & Nicholas Wyatt			<b>Other</b>	0	<b>Outdoor Bar Opens -</b>	5:30 PM	<b>Cake Cutting Time - K</b>	7:50 PM
<b>Banner</b>	Stephanie & Nicholas			<b>SeatCnt</b>	186	<b>Seal Guests - Ring Bell</b>	5:50 PM	<b>Indoor Bar Closes - C</b>	11:30 PM
<b>Room(s)</b>	CH ROOM			<b>PrepCnt</b>	186	<b>Rolls on tables when g</b>	5:50 PM		
<b>MainContact</b>	Julie c 248-914-8467					<b>Salads served at tables</b>	5:50 PM		
<b>BarContact</b>	fog: Rob c 419-490-6701					<b>Bride &amp; groom grand</b>	6:15 PM		

## Carriage House

### Set Up OF ROOM

ROOM OPENS FOR DECORA

**ON SATURDAY**

Headtable:Table Sizes Needed

Number of Chairs at Head Table

Large Floor-Easel in Entry

**2 EASELS**

### BAR - SETUP

Event Insurance Company

**once easel set up in the courtyard**

Event Insurance Policy #

Non Alcoholic Beverage Service

ONLY ONE BAR

**Linen on round cement table by fire pit for cigar bar**

BAR CONTACT Name & cell:

Indoor Bar Opens

Indoor Bar Closes

# Bartenders Indoor Bar

Outdoor Bar Opens

# Bartenders Outdoor Bar

Beer: # Kegs CH

Liquor

Wine: Red at Bar

Wine: White at Bar

Signature Drinks - need recipe/in

Toast Time

Toast with whatever guests are dr

Champagne Bottle at each Table

Champagne for Head Table Only

Champagne: Pour at Head Table

Tip Jar Allowed

Iced Water, Iced Tea, Lemonade

Water Pitcher at each Table

### BAR - GLASSES

CH: GLASS Bar through dinner

### BAR - OUTDOOR ONLY

Outdoor Bar Set-Up

Outdoor Bar Opens

Outdoor Bar Closes

A&L supplying tap for keg

All Plastic- No glass allowed at o

Liquor

### EVENT - TABLE INFO

Napkin Color

Bringing own table numbers

Bringing in own candles

Wellers Farm Lanterns \$5

### EVENT - CHINA AND GLASSWARE

Dinner Plates

Salad Plates

## Carriage House

### EVENT - CHINA AND GLASSWARE

Olive Oil Plates

Bread Plates

Champagne Glasses at All Tables

Champagne Glasses at Head Tabl

Champagne Glasses at Head Tabl

### EVENT - SPECIAL ITEMS

### SALES DISCUSSION

Who is setting up florals?

Who is tearing down at end of ni

Room open for set up day of

Officiant

Discuss floral arrangements:

Florist

Florist must take trash & packagi

Baker

DJ Services

Holding area for bridal party CH

Photographer

Name of Hotel

Shuttle service: Company

Shuttle: # of guests

Name of Person taking gifts

Person getting envelopes

Rehearsal dinner Location?

Bartender payments

Who is taking leftover alcohol

### BANQUET MANAGER

2:00 PM **Andreea Saitis**

## Gazebo

### GAZEBO OPTIONS

Tables with 6 chairs & 72 " linen

Skirted DJ table in GZ - 8 ft

### EVENT - TABLE INFO

### EVENT - SPECIAL ITEMS

## Kitchen

### EVENT - MENU

Hors d'oeuvres yes or no

Pass Hors Time

Hors D'oeuvre

Hors D'oeuvre 1

Seat Guests - Ring Bell at this ti

Rolls on tables when guests are s

## Kitchen

### EVENT - MENU

Salads served at tables with rolls

Bride & groom grand entrance

DJ Announcing entire wedding p

Toast Time

Number people toasting?

**1 moh/moh 2 bm 3 fob**

Prayer Time

Dinner Time

Menu Name

Entrée 1

Entrée 2

Starch Side 1

Veggie Side 1

Veggie Side 2

Salad 1

Bread 1

Walk-about time

**with photographer at each table**

Cake Cutting Time

Outside Desserts Display options

Golden Hour photos outside

First Dance Time

Late Night Snack Time

Bavarian Pretzels with Beer Chee

## McKay Lower Floor

### KR Lower Floor

## West Ceremony Grounds

### CEREMONY - SET UP

CEREMONY INFORMATION

**Hampton Inn**

Ceremony Time

**7 am Hair & Make up**

First Look at Wellers

**4:30 First Look**

Pictures b-4 ceremony

Ceremony Rain Plan

Phone # to call if rains

Point person for rehearsal & cere

Wedding party arrival time

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## West Ceremony Grounds

### CEREMONY - SET UP

Ceremony Music Set Up	Dj (no table needed)
REHEARSAL TIME ON THUR	6:00 pm
DJ Table for ceremony - 4 ft	No
Reading Stand for Officiant	YES
Small Round Table w/Linen	No
Urns for wedding aisle: \$15 each	NO
Urns for wedding aisle: \$15 each	NO