

# Client Fill-In Mckenzie Gran & John Snow

Saturday 6/13/2026

<b>CustomerID</b>	061326RR	<b>EventID: 11948</b>	<b>Adults</b>	69	<b>Ceremony Time - EG</b>	4:00 PM	<b>Dinner Time - KIT</b>	6:00 PM
<b>EventDate</b>	6/13/2026		<b>Children</b>	1	<b>Indoor Bar Opens - R</b>	4:30 PM	<b>Cake Cutting Time - K</b>	7:00 PM
<b>Client</b>	Mckenzie Gran & John Snow		<b>Other</b>	0	<b>Seat Guests - Ring Bell</b>	5:00 PM	<b>Indoor Bar Closes - R</b>	10:30 PM
<b>Banner</b>	Mckenzie & John		<b>SeatCnt</b>	70	<b>Rolls on tables when g</b>	5:00 PM		
<b>Room(s)</b>	RR ROOM		<b>PrepCnt</b>	70	<b>Salads served at tables</b>	5:00 PM		
<b>MainContact</b>	Erin 734-330-1794				<b>Bride &amp; groom grand</b>	5:30 PM		
<b>BarContact</b>	FOB: Keith c 601-720-6225				<b>Toast Time - RR</b>	5:35 PM		

## East Ceremony Grounds

### CEREMONY - SET UP

Ceremony Time	4:00 pm
Pictures b-4 ceremony	Yes
<b>Photos @ hospitality house</b>	
Ceremony Rain Plan	In Room
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	Erin 734-330-1794
Wedding party arrival time	3:00 pm
Ceremony Music Set Up	Dj (4ft table needed)
<b>DJDC Productions</b>	
REHEARSAL TIME ON THUR	5:00 pm
DJ Table for ceremony - 4 ft	Yes
Reading Stand for Officiant	YES
Urns for wedding aisle: \$15 each	
<b>Bringing their own</b>	

## Kitchen

### EVENT - MENU

Hors d'oeuvres yes or no	Yes
Pass Hors Time	4:30 pm
Hors D'oeuvre	Portabella Mushroom Crostini
Hors D'oeuvre 1	Chicken Quesadilla Trumpets
Hors D'oeuvre 2	Mac & Cheese Balls
Seat Guests - Ring Bell at this ti	5:00 pm
Rolls on tables when guests are s	5:00 pm
Salads served at tables with rolls	5:00 pm
Bride & groom grand entrance	5:30 pm
DJ Announcing entire wedding p	No
<b>B &amp; G</b>	
Toast Time	5:35
<b>1 Moh 2 Moh 3 BM 4 FOB 5 FOG</b>	
Number people toasting?	5
Time scheduled for toasts	25 min
Prayer Time	No
Dinner Time	6:00 pm
Menu Name	The Feast
Entrée 1	Black Angus Prime Rib with Au Jus
Entrée 2	Lightly Breaded Chicken Breasts with Lemon-Caper Sauce
<b>2 Celiac #1 Brennan #12 Carrie</b>	
Entrée 3	
<b>oil and vinegar on salad for #7 Maggie grandmother</b>	
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

## Kitchen

### EVENT - MENU

Veggie Side 2	Peppers
Salad 1	Green Beans with Toasted Almonds
Bread 1	Mixed Green Salad with Dried Cranberries, Feta and Red Onions
Walk-about time	Warm Herbed Rolls with Dipping Oil
Cake Cutting Time	6:30 pm
OUTSIDE DESSERTS	7:00 pm
Name of person cutting cakes	yes
Renting china cake plates	Family Cuts - name table #
<b>Bringing in plates for dessert</b>	
Golden Hour photos outside	no
First Dance Time	7:15 pm
Late Night Snack Time	7:30 pm
Bavarian Pretzels with Beer Chee	9:30 pm
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## McKay Upper Floor

### KR Upper Floor

KRU- Opens	11:00 am
<b>Hair &amp; Make up</b>	
KRU-Closes	4:00 pm
<b>2 pm Photographer</b>	
Add Additional hours	
<b>3:00 First Look with Mom and Dad</b>	

## Raisin River Room

### Set Up OF ROOM

ROOM OPENS FOR DECORA	11:00 am
Large Floor-Easel in Entry	
<b>NO EASEL</b>	
<b>BAR - SETUP</b>	
Event Insurance Company	yes emailed
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	FOB: Keith c 601-720-6225
Indoor Bar Opens	4:30 pm
Indoor Bar Closes	10:30 pm
# Bartenders Indoor Bar	2- 8 hr
Beer: Bottled RR	YES
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Signature Drinks - need recipe/in	Yes
<b>1. Amaretto Sour</b>	
Toast Time	5:35 pm
<b>2. Texas Margerita with Grand Marnier</b>	
Toast with whatever guests are dr	Yes
Champagne Bottle at each Table	No

## Raisin River Room

### BAR - SETUP

Champagne for Head Table Only	No
Tip Jar Allowed	Yes
Iced Water, Iced Tea, Lemonade	Yes
Water Pitcher at each Table	Yes

### BAR - GLASSES

RR: All Glass Bar 6 hrs	Yes
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### BAR - OUTDOOR ONLY

### EVENT - TABLE INFO

Napkin Color	Peach
Overlay Color RR ONLY	Ivory
Bringing own table numbers	No
Children Under 5	Yes
Boosters: Quantity	1
Bringing in own candles	No

### 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?	ERIN
Room open for set up day of	11:00 am
Discuss floral arrangements:	Yes
Florist	Erin 734-330-1794
Florist must take trash & packagi	yes
Baker	Madison
<b>Wedding Cake Erin is cutting</b>	
DJ Services	DJDC
Photographer	Koley
Name of Hotel	None
Shuttle service: Company	n
Shuttle: # of guests	n
Name of Person taking gifts	Mom & Dad
<b>bringing in a box</b>	
Person getting envelopes	Mom & Dad
Bartender payments	2 bartender
Who is taking leftover alcohol	FOB: Keith c 601-720-6225