

# Client Fill-In Taylor Kangas & Evan Merillat

Friday 6/19/2026

<b>CustomerID</b>	061926CH	<b>EventID:</b>	11957	<b>Adults</b>	123	<b>Ceremony Time - WG</b>	5:00 PM	<b>Toast Time - CH</b>	6:40 PM
<b>EventDate</b>	6/19/2026	<b>Children</b>	0	<b>Indoor Bar Opens - C</b>	5:30 PM	<b>Dinner Time - KIT</b>	7:05 PM		
<b>Client</b>	Taylor Kangas & Evan Merillat	<b>Other</b>	0	<b>Outdoor Bar Opens -</b>	5:30 PM	<b>Cake Cutting Time - K</b>	8:00 PM		
<b>Banner</b>	Taylor & Evan	<b>SeatCnt</b>	123	<b>Seat Guests - Ring Bell</b>	6:00 PM	<b>Indoor Bar Closes - C</b>	11:30 PM		
<b>Room(s)</b>	CH ROOM	<b>PrepCnt</b>	123	<b>Rolls on tables when g</b>	6:00 PM				
<b>MainContact</b>	Cody c 906-231-7068 for cere			<b>Salads served at tables</b>	6:00 PM				
<b>BarContact</b>	fog: Wes c 7-646-0065			<b>Bride &amp; groom grand</b>	6:30 PM				

## 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	19
Large Floor-Easel in Entry	1 Floor Easel

Easel in Entry

### BAR - SETUP

Event Insurance Company	Event Helper
Event Insurance Policy #	# 3DS5477-M4692253
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	fog: Wes c 7-646-0065
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	3 - 1/4 barrels
<b>Outdoor Bar:</b>	
Beer: Bottled RR	
<b>Indoor Bar:</b>	
Liquor	No
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Signature Drinks - need recipe/in	No
Toast Time	6:40 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
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### 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	No

### EVENT - TABLE INFO

Napkin Color	White
Picking up napkins to fold	YES
<b>Picking up napkins on Thursday to fold</b>	
Overlay Color RR ONLY	Black
Bringing own table numbers	Yes
Children Under 5	Yes
Highchair : Quantity	TBD

## Carriage House

### EVENT - TABLE INFO

Boosters: Quantity	
TBD	
Bringing in own candles	Yes
Wellers Farm Lanterns \$5	N
No Dining in Sunroom- Curtain/	
tbd	

### 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?	Family
Who is tearing down at end of ni	Family
Room open for set up day of	2:00 pm
<b>11 am for florals coming</b>	
Who is removing cake stand at en	mog
tbd	
Officiant	Dan Wetler
Discuss floral arrangements:	No
Florist	Saline Flowerland bouquets
Florist must take trash & packagi	yes
Baker	Costco
DJ Services	Ruesch Entertainment
Holding area for bridal party CH	CH Sunroom
Photographer	Lauren Wood
Name of Hotel	no
Shuttle service: Company	n
Shuttle: # of guests	n
Name of Person taking gifts	fob Casey
Person getting envelopes	fob Casey
Rehearsal dinner Location?	grooms house
Bartender payments	3
Who is taking leftover alcohol	fog: Wes c 7-646-0065

### BARTENDERS

- 4:30 PM Casey Hirth
- 4:30 PM Ken Lamontagne
- 4:30 PM Marybeth Smith

### Waitstaff

- 4:30 PM Brenda Henkel
- 4:30 PM Martha Ionita
- 4:30 PM Todd Ducsay

## 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
Portable Stage	NO

### EVENT - TABLE INFO

Bringing own table numbers	Yes
Wellers Farm Lanterns \$5	no

### 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	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
Bride & groom grand entrance	6:30 pm
DJ Announcing entire wedding p	No
<b>Announce 8 + b&amp;G</b>	
Toast Time	6:40 pm
Number people toasting?	2
<b>1 MOH 2. FOG 3 FOG</b>	
Time scheduled for toasts	20 MIN
Prayer Time	Yes
Dinner Time	7:05 pm
Menu Name	The Feast
Menu Price upgrade	
<b>4 GF</b>	
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

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## Kitchen

### EVENT - MENU

Walk-about time	with Dipping Oil
Cake Cutting Time	7:30 pm
Outside Desserts Display options	8:00 pm
<b>Costco Cakes: # 2 Sierra is setting the cakes up</b>	
Name of person cutting cakes	Family Cuts - name table #
Renting china cake plates	no
Golden Hour photos outside	8:10 pm
<b>Walk about with photographer</b>	
First Dance Time	8:30 PM
<b>Ruesch Entertainment</b>	

## McKay Lower Floor

### KR Lower Floor

KRL - Floor Opens	9:00 am
<b>8 am at brides house</b>	
KRL - Floor Closes	3:30 pm
<b>Close house @ 3:30 pm</b>	
Added Hours	
<b>Hair &amp; Makeup</b>	
First Look with Father	
<b>No First Look</b>	

## West Ceremony Grounds

### CEREMONY - SET UP

Ceremony Time	5:00 pm
First Look at Wellers	Yes
<b>First Look at Wellers @ 2:45 pm</b>	
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	Cody c 906-231-7068 for cere
Wedding party arrival time	3:00 pm
Ceremony Music Set Up	Dj (no table needed)
First Look before ceremony	2:45 pm
REHEARSAL TIME ON THUR	4:00 pm
<b>2 pm to 4 pm Decorate</b>	
DJ Table for ceremony - 4 ft	No
Reading Stand for Officiant	NO
Small Round Table w/Linen	No
Urns for wedding aisle: \$15 each	NO
Urns for wedding aisle: \$15 each	NO