

Client Fill-In Jenna Stafford & Justin Fritz

Saturday 6/20/2026

CustomerID	062026RR	EventID:	11962	Adults	100	Ceremony Time - EG	4:00 PM	Indoor Bar Closes - R	10:30 PM
EventDate	6/20/2026	Children	2	Indoor Bar Opens - R	4:30 PM	Seat Guests - Ring Bell	5:00 PM	Rolls on tables when g	5:00 PM
Client	Jenna Stafford & Justin Fritz	Other	0	Salads served at tables	5:00 PM	Dinner Time - KIT	6:00 PM	Cake Cutting Time - K	7:15 PM
Banner	Jenna & Justin	SeatCnt	102	PrepCnt	102				
Room(s)	RR ROOM								
MainContact	Ally c 602-327-2588								
BarContact	Rob fob c 810-310-0932								

East Ceremony Grounds

CEREMONY - SET UP

CEREMONY INFORMATION	
Air	
Ceremony Time	4:00 pm
First Look at Wellers	No
Pictures b-4 ceremony	No
Ceremony Rain Plan	In Room
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	Ally c 602-327-2588
Wedding party arrival time	3:30 pm
Ceremony Music Set Up	String Ensembles
1 Violinist Lucy	
REHEARSAL TIME ON THUR	6:00 pm
DJ Table for ceremony - 4 ft	No
TBD	
Reading Stand for Officiant	NO
TBD	
Small Round Table w/Linen	
TBD	
Urns for wedding aisle: \$15 each	NO
TBD	
Urns for wedding aisle: \$15 each	NO
TBD	

Kitchen

EVENT - MENU

Pass Hors Time	4:30 pm
Hors D'oeuvre	Truffled Mac & Cheese
Hors D'oeuvre 1	Chicken Quesadilla Trumpets
Hors D'oeuvre 2	Bruschetta with Tomatoes, Basil & Garlic
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
Toast Time	5:40 pm
Number people toasting?	2
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
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

Kitchen

EVENT - MENU

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	6:30 pm
Cake Cutting Time	7:15 pm
Outside Desserts Display options	None
Golden Hour photos outside	7:30 pm
First Dance Time	7:45pm
Bavarian Pretzels with Beer Chee	80

Raisin River Room

Set Up OF ROOM

Large Floor-Easel in Entry	
tbd	

BAR - SETUP

Event Insurance Company	tbd
Event Insurance Policy #	tbd
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	Rob fob c 810-310-0932
Indoor Bar Opens	4:30 pm
Indoor Bar Closes	10:30 pm
# Bartenders Indoor Bar	2- 8 hr
Beer: # Kegs CH	yes
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Signature Drinks - need recipe/in	Yes
TBD	
Champagne for Head Table Only	Yes
Champagne: Pour at Head Table	Yes
Tip Jar Allowed	Yes
Iced Water, Iced Tea, Lemonade	Yes
Water Pitcher at each Table	Yes

BAR - GLASSES

BAR - OUTDOOR ONLY

EVENT - TABLE INFO

Napkin Color	White
Bringing own table numbers	Yes
Children Under 5	Yes
Bringing in own candles	Yes

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes

Raisin River Room

EVENT - CHINA AND GLASSWARE

Bread Plates	Yes
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EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	Ally c 602-327-2588
Who is tearing down at end of ni	Ally c 602-327-2588
Room open for set up day of	11:00 am
Who is removing cake stand at en	Ally c 602-327-2588
Officiant	Ally
Discuss floral arrangements:	Yes
Florist	We adore Flowers
Baker	tbd
DJ Services	Michaels Entertainmentc 248-883-3388
Photographer	Stephanie
Name of Hotel	Hampton Inn & Hilton Garden Inn
Name of Person taking gifts	Ally c 602-327-2588
Person getting envelopes	Ally c 602-327-2588
Rehearsal dinner Location?	Salt Springs
Bartender payments	2

BARTENDERS

3:30 PM Casey Hirth

Waitstaff

3:30 PM Ava Nowatzeke

3:30 PM Carol Wisner

3:30 PM Gwenn Hollister