

Client Fill-In Madeline Frost & Stephen Plesko

Saturday 6/20/2026

CustomerID	062026CH	EventID: 11265	Adults	161	Ceremony Time - WG	5:00 PM	Toast Time - CH	6:40 PM
EventDate	6/20/2026		Children	0	Indoor Bar Opens - C	5:15 PM	Dinner Time - KIT	7:15 PM
Client	Madeline Frost & Stephen Plesko		Other	0	Outdoor Bar Opens -	5:15 PM	Cake Cutting Time - K	8:00 PM
Banner	Madeline & Stephen		SeatCnt	161	Salads served at tables	6:15 PM	Indoor Bar Closes - C	11:15 PM
Room(s)	CH ROOM		PrepCnt	161	Bride & groom grand	6:40 PM		
MainContact	Quaila c 7-637-6437 Modern Day							
BarContact	fob Steve c 734-395-5838							

Carriage House

Set Up OF ROOM

Headtable:Table Sizes Needed	1-4ft / 2- 8ft
Number of Chairs at Head Table	16

BAR - SETUP

Event Insurance Company	Markel
Event Insurance Policy #	#MEL00000981299
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	fob Steve c 734-395-5838
Indoor Bar Opens	5:15 pm
Indoor Bar Closes	11:15 pm
# Bartenders Indoor Bar	2- 8 hr
Outdoor Bar Opens	5:30 PM
# Bartenders Outdoor Bar	2 - 8hr
Beer: # Kegs CH	4

Outdoor Bar:1 Oberon 1Two Hearted

Beer: Bottled RR	no
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Indoor Bar; Oberon Shorts

Liquor	Yes
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High Noon: 4 cases

Wine: Red at Bar	Yes
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Wine: White at Bar	Yes
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Fresh Mint	yes
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Oranges for Oberon beer	yes
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Signature Drinks - need recipe/in	Yes
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1 Hugo Spritz: proseco elderflower liquer & Lime & club soda

Toast Time	6:40 pm
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2. Spicy Margarita A&L briging in jalepenos

Toast with whatever guests are dr	No
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Premade Spicy Margarita Mix just add Tequila bringing Jalepeno Slices as garnishes

Champagne Bottle at each Table	Yes
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24 Segura Proseca at tables

Champagne for Head Table Only	Yes
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24 Castello Del Poggio: Proseco Hugo Spritz

Champagne: Pour at Head Table	Yes
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Tip Jar Allowed	Yes
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Iced Water, Iced Tea, Lemonade	Yes
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Water Pitcher at each Table	Yes
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BAR - GLASSES

CH: GLASS Bar through dinner	Yes
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BAR - OUTDOOR ONLY

Outdoor Bar Set-Up	yes
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Outdoor Bar Opens	5:15 pm
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Outdoor Bar Closes	11:15 pm
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A&L supplying tap for keg	Yes
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All Plastic- No glass allowed at o	Yes
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Liquor	Yes
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EVENT - TABLE INFO

Napkin Color	Ivory
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Bringing own table numbers	Yes
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Carriage House

EVENT - TABLE INFO

Bringing in own candles	Yes
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EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
Bread Plates	Yes
Champagne Glasses at All Tables	Yes

EVENT - SPECIAL ITEMS

Ice Cream Cart	
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Dry Ice

SALES DISCUSSION

Who is setting up florals?	Little Workshop
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Laura bud vases

Room open for set up day of	11:00 am
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Officiant	Lisa
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Discuss floral arrangements:	Yes
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Florist	Little Workshop
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Florist must take trash & packagi	yes
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Baker	Zingermans & Whole Foods
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Sheetcakes being brought in	yes
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4 sheet cakes cut in 40 pieces

DJ Services	Reusch Entertainment
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Holding area for bridal party CH	CH Sunroom
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Photographer	
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Photo Booth My Bookie Booth

Name of Hotel	Hampton Inn
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Shuttle service: Company	yes
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Rockstar to Courtyard Marriott 2 vehicles

Shuttle: # of guests	100
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4:15 pm PU at Hampton Inn & Courtyard Marriott

Name of Person taking gifts	Ken c503-853-4407
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PU at end of night 10:30 11:30

Person getting envelopes	Ken c503-853-4407
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Rehearsal dinner Location?	Zingermans Road House on Friday
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Bartender payments	4
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4 envelopes with \$280 each

Who is taking leftover alcohol	fob Steve c 734-395-5838
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BARTENDERS

4:30 PM Doug Zorn

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
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by the photo booth

Tables with 6 chairs & 72 " linen	4
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Dance Floor Rental Company	Your Party Rentals
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Bringing in after 2 pm on Saturday

Portable Stage	
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Picking up after 8 am on Sunday

EVENT - TABLE INFO

EVENT - SPECIAL ITEMS

Kitchen

EVENT - MENU

Hors d'oeuvres yes or no	Yes
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Pass Hors Time	5:30 pm
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Hors D'oeuvre	Pork Pot Stickers with Ginger Shoyu Sauce
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Hors D'oeuvre 1	Asparagus Wrapped In Filo with Asiago Cheese
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puff pastry with Carmelized & Boursin Cheese

Hors D'oeuvre 2	Caprese Skewers with Mozzarella, Basil, Tomato & Balsamic
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Seat Guests - Ring Bell at this ti	6:15 pm
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Rolls on tables when guests are s	6:15 pm
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Salads served at tables with rolls	6:15 pm
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Bride & groom grand entrance	6:40 pm
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DJ Announcing entire wedding p	Yes
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girls guys then b&g

Toast Time	6:50 pm
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Number people toasting?	3
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1 moh 2 bm 3 fob & mob

Time scheduled for toasts	15
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Prayer Time	No
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Dinner Time	7:15 pm
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Menu Name	Paris Streets
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Entrée 1	Black Angus Prime Rib with Au Jus
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Entrée 2	Chicken Francesca with Tarragon Lemon Butter Sauce
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Entrée 3	
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4 GF

Starch Side 1	Hand-Cut Pasta Rags Musthroom Truffle Cream Sauce
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Starch Side 2	Gratin Dauphinois Potatoes in Cream Sauce
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Veggie Side 1	Grilled Asparagus with Lemon Tarragon Butter
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Veggie Side 2	Buttery Fresh Green Beans with Toasted
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Kitchen

EVENT - MENU

Salad 1	Almonds
	Arugula, Beets, Toasted Almonds & Lemon Vinaigrette
Bread 1	Cottage Sourdough Artisan Boule with Herbed Butter
Walk-about time	7:30 pm
with photographer	
Cake Cutting Time	8:00 pm
4 Half Sheet cakes from Whole Foods	
OUTSIDE DESSERTS	
Zingermans small cake for B&G	
Outside Desserts Display options	
9:00 pm Washtenaw Dairy icecream	
Name of person cutting cakes	Wellers Cake Cutting
Wellers cuts and serves with our china plates	
Golden Hour photos outside	8:30 pm
Cut sheet cake in kitchen and pass on trays	
First Dance Time	8:45 pm
Late Night Snack Time	10:00 pm
Premade Sundaes	
Pizza Buffet Guest Count	
In Courtyard	
Bavarian Pretzels with Beer Chee	150

West Ceremony Grounds

CEREMONY - SET UP

CEREMONY INFORMATION	
Arriving @ Wellers 3:00	
Ceremony Time	5:00 pm
First Look 3:00 pm	
First Look at Wellers	Yes
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	Quaila c 7-637-6437
Wedding party arrival time	3:00 pm
Ceremony Music Set Up	Dj (no table needed)
First Look before ceremony	3:00 pm
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