

# Client Fill-In Jakin Zhang & Song Won Choi

Friday 7/3/2026

<b>CustomerID</b>	070326CH	<b>EventID:</b>	11993	<b>Adults</b>	74	<b>Ceremony Time - WG</b>	5:00 PM	<b>Toast Time - CH</b>	6:45 PM
<b>EventDate</b>	7/3/2026	<b>Children</b>	4	<b>Indoor Bar Opens - C</b>	5:15 PM	<b>Dinner Time - KIT</b>	7:00 PM		
<b>Client</b>	Jakin Zhang & Song Won Choi	<b>Other</b>	0	<b>Outdoor Bar Opens -</b>	5:15 PM	<b>Cake Cutting Time - K</b>	8:00 PM		
<b>Banner</b>	Jakin & Sang	<b>SeatCnt</b>	78	<b>Seat Guests - Ring Bell</b>	6:15 PM	<b>Indoor Bar Closes - C</b>	11:15 PM		
<b>Room(s)</b>	CH ROOM	<b>PrepCnt</b>	78	<b>Rolls on tables when g</b>	6:15 PM				
<b>MainContact</b>	Michelle #2 c: 615-500-1534			<b>Salads served at tables</b>	6:15 PM				
<b>BarContact</b>	fob john #1 c: 440-537-1285			<b>Bride &amp; groom grand</b>	6:30 PM				

## Carriage House

### Set Up OF ROOM

Thursday decorating	2:00 pm
Headtable:Table Sizes Needed	1-4 ft table

### BAR - SETUP

Event Insurance Company	Event Helper
Event Insurance Policy #	EH-771326-L4984016
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	fog Michelle c 615-500-1534
Indoor Bar Opens	5:15 pm
Indoor Bar Closes	11:15 pm
# Bartenders Indoor Bar	1- 8hr
Outdoor Bar Opens	5:30 PM
# Bartenders Outdoor Bar	1 - 8 hr
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Fresh Mint	yes
Oranges for Oberon beer	yes
<b>1/4 Oberon outside bar</b>	
Toast Time	6:45 pm
<b>1/4 Michelob inside bar</b>	
Toast with whatever guests are dr	Yes
Champagne Bottle at each Table	Yes
<b>Champagne Toast is at 6:45 after Welcome &amp; Prayer</b>	
Champagne: Pour at Head Table	Yes
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	5:15 pm
Outdoor Bar Closes	11:15 pm
A&L supplying tap for keg	Yes
All Plastic- No glass allowed at o	Yes
Liquor	Yes

### SIGNATURE DRINK:

### EVENT - TABLE INFO

Napkin Color	White
<b>His: French 75: 1 oz high clere gin; 3 to 4 oz champagne 1/2/oz simple syrup 1/2 oz lemon juice Keep gin &amp; champgne on ice</b>	
Picking up napkins to fold	
<b>Hers: Blueberry Bramble: :Bringing in a blueberry muddle for each bar</b>	
Wellers doing special fold	
<b>ice + spoon of blueberries smash the bag +</b>	
Overlay Color RR ONLY	
<b>muddle with mint 2 oz Empress Gin purple colored gin, 1 oz lemon juice 1/2 oz simple syrup topped with mint leaf</b>	

## Carriage House

### EVENT - TABLE INFO

Bringing own table numbers	Yes
<b>Garnish with mint</b>	
Children Under 5	Yes
<b>Bringing in on Thursday</b>	
Bringing in own candles	Yes
Wellers Farm Lanterns \$5	no

### 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

#### SALES DISCUSSION

Who is setting up florals?	bride
<b>Bud vases on tables on Thursday</b>	
Who is tearing down at end of ni	FRIENDS
Room open for set up day of	11:00 am
Who is removing cake stand at e	TBD
Officiant	brother - Gy
Discuss floral arrangements:	Yes
Florist	bride
Florist must take trash & packagi	yes
<b>Bringing in Korean pastries wrapped. Put in big basket fit it in</b>	
Baker	Yoon Bakery Korean
<b>10 small cakes in refrigerator cut and plate put on table in middle of room</b>	
Sheetcakes being brought in	
<b>bringing in on the day of the wedding @ 3 pm</b>	
DJ Services	Rob Hall
Holding area for bridal party CH	CH Sunroom
Photographer	Jack Holye
Name of Hotel	Hampton Inn
Shuttle service: Company	yes
Name of Person taking gifts	mom
Person getting envelopes	MOB
Rehearsal dinner Location?	Bills Beer Garden
<b>Downtown Ann Arbor</b>	
Bartender payments	2 or 3 TBD
Who is taking leftover alcohol	Michelle #2 c 615-500-1534

Maybe Michelle

## Carriage House

### BANQUET MANAGER

2:00 PM **Andrea Saitis**

### BARTENDERS

3:30 PM **Cody Lamontagne**  
3:30 PM **Marybeth Smith**

### Waitstaff

4:30 PM **Brenda Henkel**  
4:30 PM **Carol Wisner**

## 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

### EVENT - TABLE INFO

### EVENT - SPECIAL ITEMS

## Kitchen

### EVENT - MENU

Hors d'oeuvres yes or no	Yes
Pass Hors Time	5:15 pm
<b>Opening bar 15 minutes earlier and closing at 11:15 pm</b>	
Hors D'oeuvre	Pork Belly Skewers
Hors D'oeuvre 1	Bruschetta with Tomatoes, Basil & Garlic
<b>If we can't get the pork belly get pork pot stickers</b>	
Seat Guests - Ring Bell at this ti	6:15 pm
Rolls on tables when guests are s	6:15 pm
Salads served at tables with rolls	6:15 pm
Bride & groom grand entrance	6:30 pm
DJ Announcing entire wedding p	
<b>B&amp;g only</b>	
Toast Time	6:45 pm
<b>Put Champagne on tables at 6:45 pm. Speeches will be after dinner at 7:45 pm</b>	
Number people toasting?	4
<b>After dinner speeches 7:45 pm 1.Kathy 2. Sarah 3 Scott 5 Gy</b>	
Time scheduled for toasts	20 min
Prayer Time	Yes
<b>B&amp;G willdo a Welcome then a prayers</b>	
Dinner Time	7:00 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

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## Kitchen

### EVENT - MENU

Starch Side 2	Tomatoes, Fresh Basil, Olive Oil and Garlic
Veggie Side 1	Garlic Mashed Potatoes with Butter & Green Onions
Veggie Side 2	Roasted Corn with Caramelized Red Onions & Red 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
7:45 pm Speeches 4	7:30 pm
Cake Cutting Time	8:00 pm
B&G cut cake	
Renting china cake plates	
Wellers is cutting cakes and putting them on table in middle of room	
Wellers cake cutting yes or no	yes
B&G private photos outside	8:10 pm
First Dance Time	8:30 PM

## West Ceremony Grounds

### CEREMONY - SET UP

Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	Michelle #2 c 615-500-1534
Wedding party arrival time	4:00 pm
Ceremony Music Set Up	Dj (no table needed)
<b>Rob Hall</b>	
REHEARSAL TIME ON THUR	4:00 pm
Reading Stand for Officiant	YES
Small Round Table w/Linen	No

## McKay Lower Floor

### KR Lower Floor

KRL - Floor Opens	11:00 am
<b>Bride : Hair &amp; Make Up</b>	
KRL - Floor Closes	5:00 pm
<b>3:00 pm Photographer</b>	
Added Hours	
<b>3:00 pm First Look with groom</b>	
First Look with Father	
<b>4:45 pm Father will bring bride down</b>	
First Look with Groom	3:00 pm

## McKay Upper Floor

### KR Upper Floor

KRU- Opens	11:00 pm
<b>Groom &amp; Groomsmen</b>	
KRU-Closes	5:00 pm

## West Ceremony Grounds

### CEREMONY - SET UP

Ceremony Time	5:00 pm
First Look at Wellers	
<b>at Hospitality House @ 3:00 pm</b>	
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Gazebo