

Client Fill-In Carly Vandamme & Drake Walters

Saturday 7/11/2026

CustomerID	071126RR	EventID:	11575	Adults	98	Ceremony Time - EG	4:00 PM	Dinner Time - KIT	6:10 PM
EventDate	7/11/2026	Children	0	Indoor Bar Opens - R	4:30 PM	Indoor Bar Closes - R	10:30 PM		
Client	Carly Vandamme & Drake Walters			Other	0	Seat Guests - Ring Bell	5:15 PM		
Banner	Carly & Drake			SeatCnt	98	Rolls on tables when g	5:15 PM		
Room(s)	RR ROOM			PrepCnt	98	Salads served at tables	5:15 PM		
MainContact						Bride & groom grand	5:30 PM		
BarContact	Gary c 7-320-1015					Toast Time - RR	6:00 PM		

East Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	4:00 pm
First Look at Wellers	Yes
2:30 pm	
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Room
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	None
Wedding party arrival time	2:30 pm
Ceremony Music Set Up	Dj (no table needed)
REHEARSAL TIME ON THUR	1:00 pm
FRIDAY AT 1:00 PM REHEARSING	
Reading Stand for Officiant	YES
Urns for wedding aisle: \$15 each	NO
Urns for wedding aisle: \$15 each	NO

Kitchen

EVENT - MENU

Pass Hors Time	4:30 pm
Hors D'oeuvre	Pork Pot Stickers with Ginger Shoyu Sauce
Hors D'oeuvre 1	Bruschetta with Tomatoes, Basil & Garlic
Seat Guests - Ring Bell at this ti	5:15 pm
Rolls on tables when guests are s	5:15 pm
Salads served at tables with rolls	5:15 pm
B&G cut cake at grand entrance	Yes
Bride & groom grand entrance	5:30 pm
DJ Announcing entire wedding p	No
Toast Time	5:50
Number people toasting?	3
1. MOH 2 BM 3 MOM	
Time scheduled for toasts	15 min
Prayer Time	Yes
Dinner Time	6:10 pm
Menu Name	Italian Countryside
Entrée 1	Chicken Marsala with Cremini Mushrooms
Entrée 2	Slow Roasted Short Ribs in Rich Red Wine Saude
Starch Side 1	Risotto with Grilled Portabello Mushrooms
Starch Side 2	Rosemary Roasted Redskin Potatoes
Veggie Side 1	Grilled Rainbow Carrots
Veggie Side 2	Grilled Zucchini with Caper Butter
Salad 1	Caesar Salad with House-made Dressing & Home-made Croutons
Bread 1	Warm Ciabatta Bread

Kitchen

EVENT - MENU

Cake Cutting Time	with Dipping Oilh
when they come in	
B&G private photos outside	7:15 pm
First Dance Time	7:35 pm

Raisin River Room

Set Up OF ROOM

Thursday decorating	10:00 am
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BAR - SETUP

Event Insurance Company	TBD
Event Insurance Policy #	TBD
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	Gary c 7-320-1015
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
Toast Time	6:00 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

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

EVENT - TABLE INFO

Napkin Color	Ivory
Overlay Color RR ONLY	Ivory
Bringing own table numbers	Yes
Children Under 5	Yes
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

Raisin River Room

SALES DISCUSSION

Who is tearing down at end of ni	family
Room open for set up day of	1:00 pm
Officiant	Ryan
Discuss floral arrangements:	Yes
Florist	DIY
Baker	Sweet Heather Ann & Costco
DJ Services	dj oz
Photographer	Sammy Jo
Name of Hotel	Hampton Inn
Shuttle service: Company	Hampton In
Shuttle: # of guests	Hampton In
Name of Person taking gifts	Barb final sweep of room
Person getting envelopes	Mom
Brining in a box	
Rehearsal dinner Location?	House
Bartender payments	2
Who is taking leftover alcohol	Gary c 7-320-1015

BARTENDERS

2:30 PM Casey Hirth
2:30 PM Cody Lamontagne

Waitstaff

3:30 PM Brenda Henkel
3:30 PM Carol Wisner