

Client Fill-In Marjorie II Cassion & Benjamin Froe

Saturday 7/25/2026

CustomerID	072526CH	EventID: 11967	Adults	150	Ceremony Time - WG	5:00 PM	Toast Time - CH	6:40 PM
EventDate	7/25/2026		Children	0	Outdoor Bar Opens -	5:30 PM	Dinner Time - KIT	7:00 PM
Client	Marjorie II Cassion & Benjamin Fr		Other	0	Indoor Bar Opens - C	5:30 PM	Cake Cutting Time - K	8:00 PM
Banner	Marjorie & Benjamin				Seat Guests - Ring Bell	6:00 PM	Indoor Bar Closes - C	11:30 PM
Room(s)	CH ROOM		SeatCnt	150	Rolls on tables when g	6:00 PM		
MainContact	Ruth 781-710-9886		PrepCnt	150	Salads served at tables	6:00 PM		
BarContact	fog Jim c7-474-0611				Bride & groom grand	6:30 PM		

Carriage House

Set Up OF ROOM

ROOM OPENS FOR DECORA	11:00 am
Headtable:Table Sizes Needed	1- 4ft / 1-8ft
Number of Chairs at Head Table	10
Large Floor-Easel in Entry	1 Floor Easel

BAR - SETUP

Event Insurance Policy #	TBD
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	fog Jim c7-474-0611
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
Liquor	No
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
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 Opens	5:30 pm
A&L supplying tap for keg	Yes
All Plastic- No glass allowed at o	Yes
Liquor	No

EVENT - TABLE INFO

Napkin Color	Blue
Bringing own table numbers	No
Highchair : Quantity	tbd
Boosters: Quantity	tbd
Wellers Farm Lanterns \$5	23

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
Bread Plates	Yes
Champagne Glasses at All Tables	No

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	bride & friends
Who is tearing down at end of ni	Justin

Carriage House

SALES DISCUSSION

Room open for set up day of	11:00 am
Discuss floral arrangements:	Yes
Florist	Bride & Friends
Sat 11 am	
Florist must take trash & packagi	
Small vases	
Baker	TBD
DJ Services	Tony -TNT
Holding area for bridal party CH	Sunroom
Photographer	?
Name of Hotel	Quality Inn in Dundee
Shuttle service: Company	None
Shuttle: # of guests	No
Name of Person taking gifts	mog
Person getting envelopes	mog
Cast Iron mailbox	
Rehearsal dinner Location?	TBD
Bartender payments	3
Contract Bartender Fee Paid	No
Who is taking leftover alcohol	fog Jim c7-474-0611

BARTENDERS

3:30 PM	Ken Lamontagne
3:30 PM	Marybeth Smith
3:30 PM	Michelle

Waitstaff

4:30 PM	Ava Nowatzeke
4:30 PM	Brenda Henkel
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

EVENT - TABLE INFO

EVENT - SPECIAL ITEMS

Kitchen

EVENT - MENU

Hors d'oeuvres yes or no	Yes
Pass Hors Time	5:30 pm
Hors D'oeuvre	Bruschetta with Tomatoes, Basil & Garlic
Hors D'oeuvre 1	Chicken Quesadilla Trumpets
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

Kitchen

EVENT - MENU

Bride & groom grand entrance	6:30 pm
DJ Announcing entire wedding p	No
Toast Time	6:40 PM
Number people toasting?	
1 MOH 2 Wit 3 Das	
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 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 with Dipping Oil
Walk-about time	7:30 pm
With photographer at each table	
Cake Cutting Time	8:00 pm
Outside Desserts Display options	Baker is doing the display no refrigeration
B&G private photos outside	8:15 pm
First Dance Time	8:45 pm

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	12:00 pm
KRL - Floor Closes	5:00 pm
Hair & Make up	
Added Hours	
Guys getting ready at grooms condo	

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:00 pm
Pictures b-4 ceremony	Yes
Hotel in Dundee	
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255- 9939

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West Ceremony Grounds

CEREMONY - SET UP

Wedding party arrival time 4:00 pm

4:00 pm TBD

Ceremony Music Set Up Dj (4ft table needed)

First Look before ceremony

First Look at Hospitality House with grooms father

REHEARSAL TIME ON THUR 6:00 pm

DJ Table for ceremony - 4 ft Yes

Reading Stand for Officiant YES