

Client Fill-In Ali Balgooyen & Jeff Adkins

Friday 7/31/2026

CustomerID	073126CH	EventID: 11998	Adults	132	Ceremony Time - WG	5:00 PM	Toast Time - CH	6:45 PM
EventDate	7/31/2026		Children	2	Indoor Bar Opens - C	5:30 PM	Dinner Time - KIT	7:00 PM
Client	Ali Balgooyen & Jeff Adkins		Other	0	Outdoor Bar Opens -	5:30 PM	Cake Cutting Time - K	8:15 PM
Banner	Ali & Jeff		SeatCnt	134	Seat Guests - Ring Bell	6:00 PM	Indoor Bar Closes - C	11:30 PM
Room(s)	CH ROOM		PrepCnt	134	Rolls on tables when g	6:00 PM		
MainContact	Hannah c 517-897-5807				Salads served at tables	6:00 PM		
BarContact	Hannah c 517-897-5807				Bride & groom grand	6:30 PM		

Carriage House

Set Up OF ROOM

Thursday decorating	2:00 pm
Headtable:Table Sizes Needed	1-4ft / 2- 8ft
Number of Chairs at Head Table	18
Large Floor-Easel in Entry	1 Floor Easel

BAR - SETUP

Event Insurance Company	yes
Event Insurance Policy #	yes
Non Alcoholic Beverage Service	Yes
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
Beer: # Kegs CH	4

Outdoor Bar: 1/4 Miller Lite & 1/6 Summer Shandy

Beer: Bottled RR

Indoor Bar 1/4 Miller Lite 1/4 Modello

Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Toast Time	6:45 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

BAR - OUTDOOR ONLY

Outdoor Bar Set-Up	yes
Outdoor Bar Opens	5:30 pm
Outdoor Bar Closes	11:30 pm
A&L supplying tap for keg	Yes
Liquor	Yes

EVENT - TABLE INFO

Napkin Color	Ivory
Bringing own table numbers	No
Highchair : Quantity	N
Boosters: Quantity	N
Bringing in own candles	No
Wellers Farm Lanterns \$5	
Lilys bud vases	

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 Table	NO

Carriage House

EVENT - CHINA AND GLASSWARE

Champagne Glasses at Head Table NO

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	Lily
Who is tearing down at end of ni	Hannah c 517-897-5807
Room open for set up day of	2:00 pm
Officiant	Cody colter cousin
Discuss floral arrangements:	Yes
Florist	Lily
Florist must take trash & packagi	yes
Baker	Cakes by Stephanie
DJ Services	TNT
Holding area for bridal party CH	CH Sunroom
Photographer	Mike Ferinande
Name of Hotel	Hampton Inn
Shuttle service: Company	yes
Shuttle: # of guests	yes
Name of Person taking gifts	Hannah c 517-897-5807
Person getting envelopes	Hannah c 517-897-5807
Rehearsal dinner Location?	Thompson & Co
Bartender payments	3
Who is taking leftover alcohol	Bride & Groom

BANQUET MANAGER

2:00 PM Andreea Saitis

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	No
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
B&G cut cake at grand entrance	Yes
Bride & groom grand entrance	6:30 pm
DJ Announcing entire wedding p	Yes
6 + b&g	
Toast Time	6:45 pm

16 at Head Table

Kitchen

EVENT - MENU

Number people toasting? 3

Dan Jamie Ken

Time scheduled for toasts
Prayer Time

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

2 GF

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 Summer Cabbage

Salad with Cilantro &

Lime Juice

shredded Cabbage Salad with Lime & Cilantro

Bread 1 Warm Herbed Rolls

with Dipping Oil

Walk-about time 7:30 pm

with Photographer

Cake Cutting Time 8:15 pm

OUTSIDE DESSERTS

B & G will cut small cake

Outside Desserts Display options

Cupcakes

B&G private photos outside 8:20 pm

First Dance Time 8:30 pm

Late Night Snack Time 10:00 pm

Pizza Buffet Guest Count 135

West Ceremony Grounds

CEREMONY - SET UP

CEREMONY INFORMATION

Getting Ready at Hampton Inn

Ceremony Time 5:00 pm

First Look at Wellers Yes

3:00 pm

Pictures b-4 ceremony Yes

Ceremony Rain Plan In Gazebo

Decorating 2 pm to 4 pm on Thursday

Phone # to call if rains Andreea: 734-255-

9939

Bud Vases Lily

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West Ceremony Grounds

CEREMONY - SET UP

Point person for rehearsal & cere	Hannah c 517-897-5807
Wedding party arrival time	2:00 pm
2:00 -3:00 pm grooms men and family arrive @ 2 pm	
Ceremony Music Set Up	Dj (4ft table needed)
3:00 pm First Look	
First Look before ceremony	5:00 pm
REHEARSAL TIME ON THUR	4:00 pm
Reading Stand for Officiant	YES
Small Round Table w/Linen	No
Urns for wedding aisle: \$15 each	2
In front of wedding pergola at each pillar	