

Client Fill-In Rosalia Dailey & Paul Sims

Saturday 8/1/2026

CustomerID	080126CH	EventID: 11572	Adults	170	Ceremony Time - WG	5:00 PM	Toast Time - CH	6:35 PM
EventDate	8/1/2026		Children	0	Indoor Bar Opens - C	5:30 PM	Dinner Time - KIT	6:45 PM
Client	Rosalia Dailey & Paul Sims		Other	0	Outdoor Bar Opens -	5:30 PM	Indoor Bar Closes - C	11:30 PM
Banner	Rosalia & Paul		SeatCnt	170	Seat Guests - Ring Bell	6:15 PM		
Room(s)	CH ROOM		PrepCnt	170	Rolls on tables when g	6:15 PM		
MainContact	Jenna c 313-520-8425				Salads served at tables	6:15 PM		
BarContact	fob: Bill c 734-785-2860				Bride & groom grand	6:30 PM		

Carriage House

Set Up OF ROOM

Headtable:Table Sizes Needed	
TBD	
Number of Chairs at Head Table	
TBD	

BAR - SETUP

Event Insurance Company	TBD
Setting up on Thursday 2 pm to 4 pm	
Event Insurance Policy #	TBD
4:0	
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	fob: Bill c 734-785-2860
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	
TBD	
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Toast Time	6:35 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	White
Bringing own table numbers	
TBD	
Children Under 5	
TBD	
Highchair : Quantity	TBD
Boosters: Quantity	TBD
Bringing in own candles	Yes
Table decorations: TBD	

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes

Carriage House

EVENT - CHINA AND GLASSWARE

Bread Plates	Yes
Champagne Glasses at All Tables	No
Champagne Glasses at Head Tabl	NO
Champagne Glasses at Head Tabl	NO

EVENT - SPECIAL ITEMS

Cappucinio Cart	
Caricature Artist in What Area	TBD

SALES DISCUSSION

Who is setting up florals?	SALINE FLOWERLAND
Room open for set up day of	11:00 am
Officiant	Jared
Discuss floral arrangements:	Yes
Florist	Saline flowerland
Florist must take trash & packagi	yes
Baker	Cakes by Stephanie
DJ Services	Mike Staff 248-689-0777
Holding area for bridal party CH	CH Sunroom
Photographer	Mike Staf
Name of Hotel	No
Shuttle service: Company	None
Name of Person taking gifts	mob Lia
Person getting envelopes	mob Lia
Rehearsal dinner Location?	TBD
TBD	
Bartender payments	3
Who is taking leftover alcohol	fob: Bill c 734-785-2860

BANQUET MANAGER

2:00 PM Andreea Saitis

Gazebo

GAZEBO OPTIONS

High-Tops with linen 72" linen	4
Tables with 6 chairs & 72 " linen	2
Dance Floor Rental Company	
TBD	

EVENT - TABLE INFO

EVENT - SPECIAL ITEMS

Kitchen

EVENT - MENU

Hors d'oeuvres yes or no	Yes
Pass Hors Time	5:30 pm
Hors D'oeuvr	Chicken Quesadilla Trumpets
Hors D'oeuvr 1	Pork Pot Stickers with Ginger Shoyu Sauce

Kitchen

EVENT - MENU

Hors D'oeuvre 2	Bacon Wrapped Scallops
Hors D'oeuvre 3	Mac & Cheese Balls
Hors D'oeuvres 4	Bruschetta with Tomatoes, Basil & Garlic
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	No
Toast Time	6:35 PM
Number people toasting?	2
1. Fob 2 Welcome from B&G	
Time scheduled for toasts	10 min
Prayer Time	Yes
Dinner Time	6:45 pm
Menu Name	The Rustic
Entrée 1	Black Angus Prime Rib with Au Jus
Entrée 2	Caramelized Salmon with Brown Pecan Butter
Starch Side 1	Artisan White Mac & Cheese
Starch Side 2	Rosemary Roasted Redskin Potatoes
Veggie Side 1	Green Beans with Bacon
Veggie Side 2	Sauteed Zucchini & Summer Squash with Onions & Red Peppers
Salad 1	Caesar Salad with House-made Dressing & Home-made Croutons
Bread 1	Warm Herbed Rolls with Dipping Oil
Walk-about time	
TBD	
B&G private photos outside	
TBD	
First Dance Time	8:30 PM
Late Night Snack Time	10:00 pm
Pizza Buffet Guest Count	90

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	12:00 pm
TBD Dressed	
KRL - Floor Closes	5:00 pm
First Look with Father	
4:30 pm first look with Dad	

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West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:00 pm
First Look at Wellers	No
At Hospitality House	
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	
No bridal party	
Wedding party arrival time	3:30 pm
Ceremony Music Set Up	Dj (no table needed)
REHEARSAL TIME ON THUR	6:00 pm
Reading Stand for Officiant	YES
Urns for wedding aisle: \$15 each	NO
Urns for wedding aisle: \$15 each	NO