

Client Fill-In Maddy Odine & Caleb Lerner

Saturday 8/15/2026

CustomerID	081526CH	EventID: 11571	Adults	125	Ceremony Time - WG	5:00 PM	Dinner Time - KIT	7:00 PM
EventDate	8/15/2026		Children	2	Indoor Bar Opens - C	5:30 PM	Indoor Bar Closes - C	11:30 PM
Client	Maddy Odine & Caleb Lerner		Other	0	Seat Guests - Ring Bell	6:15 PM		
Banner	Maddy & Caleb		SeatCnt	127	Rolls on tables when g	6:15 PM		
Room(s)	CH ROOM		PrepCnt	127	Salads served at tables	6:15 PM		
MainContact	Emily c 989-798-2786				Bride & groom grand	6:30 PM		
BarContact	fog Chuck c 734-718-8927				Toast Time - CH	6:40 PM		

Carriage House

Set Up OF ROOM

Headtable:Table Sizes Needed	1- 4ft / 1-8ft
Number of Chairs at Head Table	8
Large Floor-Easel in Entry	1 Floor Easel

BAR - SETUP

Event Insurance Company	TBD
Event Insurance Policy #	TBD
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	fog Chuck c 734-718-8927
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	6:40 pm
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
A&L supplying tap for keg	Yes
Liquor	Yes

EVENT - TABLE INFO

Napkin Color	Navy
Bringing own table numbers	Yes
Children Under 5	Yes
Boosters: Quantity	2
Bringing in own candles	Yes

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
Champagne Glasses at Head Table	NO

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	Emily c 989-798-2786
Who is tearing down at end of ni	Emily c 989-798-2786
Room open for set up day of	11:00 am
Officiant	TBD
Discuss floral arrangements:	Yes
Florist	Emily c 989-798-2786

Carriage House

SALES DISCUSSION

Baker	TBD
DJ Services	Justin
Photographer	Justin's wife
Name of Hotel	House booked vrbo
Shuttle service: Company	YES
Name of Person taking gifts	MOG Debbie
Person getting envelopes	MOG Debbie
Rehearsal dinner Location?	Salt Springs
Bartender payments	3

BANQUET MANAGER

2:00 PM Andreea Saitis

BARTENDERS

3:30 PM Ken Lamontagne

3:30 PM Marybeth Smith

3:30 PM Michelle Wilson

Waitstaff

4:30 PM Brenda Henkel

4:30 PM Gwenn Hollister

4:30 PM Martha Ionita

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'oeuvre	Chicken Quesadilla Trumpets
Hors D'oeuvre 1	Portabella Mushroom Crostini
Hors D'oeuvre 2	Bacon Wrapped Scallops
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	Yes
Toast Time	6:40 pm
Number people toasting?	2
1 moh 2 bm	
Time scheduled for toasts	10 min
Prayer Time	No
Dinner Time	7:00 pm
Menu Name	Moonbeams

Kitchen

EVENT - MENU

Entrée 1	Black Angus Prime Rib with Au Jus
Entrée 2	Parmesan Chicken Breasts with Buerre Blanc Sauce
Starch Side 1	Yukon Gold Mashed Potatoes
Veggie Side 1	Roasted Corn with Caramelized Red Onions & Red Peppers
Veggie Side 2	Roasted Carrots with Caramelized Sweet Onions
Salad 1	Mixed Green Salad with Dried Cranberries, Feta and Red Onions
Bread 1	Warm Herbed Rolls with Dipping Oil
Walk-about time	7:20 pm
B&G private photos outside	7:50 pm
First Dance Time	8:00 pm
Late Night Snack Time	9:30 pm
Pizza Buffet Guest Count	125

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	10:00 am
10 am Hair & Makeup	
KRL - Floor Closes	5:00 pm
2 pm Photographer	
Added Hours	2 hrs @ 35.00
First Look with Groom	4:00 pm
4:00 pm First Look with Groom	

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:00 pm
First Look at Wellers	No
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	Emily c 989-798-2786
Wedding party arrival time	4:30 pm
Ceremony Music Set Up	Dj (no table needed)
Forella Events doing DJ & Photography	
First Look before ceremony	
yes at Hospitality House	
REHEARSAL TIME ON THUR	6:00 pm
Reading Stand for Officiant	YES
Urns for wedding aisle: \$15 each	5