

Client Fill-In Monica Reid & Chandler Ryan

Saturday 8/22/2026

CustomerID	082226CH	EventID: 11986	Adults	143	Ceremony Time - WG	5:00 PM	Toast Time - CH	6:45 PM
EventDate	8/22/2026		Children	3	Indoor Bar Opens - C	5:30 PM	Dinner Time - KIT	7:10 PM
Client	Monica Reid & Chandler Ryan		Other	0	Outdoor Bar Opens -	5:30 PM	Cake Cutting Time - K	8:15 PM
Banner	Monica & Chandler		SeatCnt	146	Seat Guests - Ring Bell	6:15 PM	Indoor Bar Closes - C	11:30 PM
Room(s)	CH ROOM		PrepCnt	146	Rolls on tables when g	6:15 PM		
MainContact	Erica c 810-923-9513				Salads served at tables	6:15 PM		
BarContact	fog:Mike c 630-329-2216				Bride & groom grand	6:45 PM		

Carriage House

Set Up OF ROOM

ROOM OPENS FOR DECORA	
Erica c 810-923-9513	
Headtable:Table Sizes Needed	1-4ft / 2- 8ft
Number of Chairs at Head Table	12
Large Floor-Easel in Entry	1 Floor Easel

BAR - SETUP

Event Insurance Company	MARKEL
Event Insurance Policy #	#
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	fog:Mike c 630-329-2216
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

SIGNATURE

Beer: # Kegs CH	yes
1. Dirty Shirley: Grenadine / Sprite/ Vodka	
Beer: Bottled RR	
2. Something blue: Vodka / blue Caurocel / Lemonade	
Liquor	Yes
Wine: Red at Bar	Yes
Outside 1/4 Modello	
Wine: White at Bar	Yes
Inside 1/4 Founders IPA	
Oranges for Oberon beer	no
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

CH: GLASS Bar through dinner	Yes
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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
All Plastic- No glass allowed at o	Yes

NO OUTDOOR BAR

EVENT - TABLE INFO

Napkin Color	Rose
Bringing own table numbers	No
Wellers table numbers	
Children Under 5	Yes

Carriage House

EVENT - TABLE INFO

Highchair : Quantity	
no highchairs or boosters	
Bringing in own candles	No
Wellers Farm Lanterns \$5	21

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
Bread Plates	Yes
Champagne Glasses at Head Tabl	NO
Champagne Glasses at Head Tabl	NO

EVENT - SPECIAL ITEMS

Cappucinio Cart	yes
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SALES DISCUSSION

Who is setting up florals?	
Runners & Wellers Lanterns	
Who is tearing down at end of ni	Erica c 810-923-9513
Room open for set up day of	11:00 am
Who is removing cake stand at en	Erica c 810-923-9513
Officiant	Terry
Discuss floral arrangements:	Yes
Florist	tbd
Florist must take trash & packagi	yes
Baker	Gwen
DJ Services	Nicholas Ott
Holding area for bridal party CH	Carriage House Sunroom
Photographer	Caroline Storm
Name of Hotel	Hampton Inn
Shuttle service: Company	Hampton Inn
Name of Person taking gifts	fog: Mike Ryan
Person getting envelopes	Erica c 810-923-9513
Rehearsal dinner Location?	Sam Hill
Bartender payments	3
Who is taking leftover alcohol	fog:Mike c 630-329-2216

BARTENDERS

3:30 PM	Casey Hirth
3:30 PM	Doug Zorn

Waitstaff

4:30 PM	Ava Nowatzke
4:30 PM	Gwenn Hollister
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	No

Gazebo

EVENT - TABLE INFO

EVENT - SPECIAL ITEMS

Kitchen

EVENT - MENU

Pass Hors Time	5:30 pm
Hors D'oeuvre	Chicken Quesadilla Trumpets
Hors D'oeuvre 1	Pork Pot Stickers with Ginger Shoyu Sauce
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	6:45 pm
DJ Announcing entire wedding p	Yes
5 COUPLES	
Toast Time	7:00 PM
Number people toasting?	2
1. Moh 2 bm	
Time scheduled for toasts	10 min
Prayer Time	No
Dinner Time	7:10 pm
Menu Name	The Feast
Entrée 1	Black Angus Prime Rib with Au Jus
3gf #3 Brandon / #16 Kaylin	DF #2 Jenn
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
NO 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
Cake Cutting Time	8:15 pm
Outside Desserts Display options	
Small cake for b& g & Cupcakes	
Renting china cake plates	
Gwen Briston	
B&G private photos outside	8:20 pm
First Dance Time	8:15 pm

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Kitchen

EVENT - MENU

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	9:00 am
Hair & Makeup 9am	
KRL - Floor Closes	3:00 pm
Photographer 2 pm	
Added Hours	1 hr @ 35.00
3 pm Everyone comes here	

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:00 pm
First Look at Wellers	Yes
with groom	
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	Erica c 810-923-9513
Wedding party arrival time	3:00 pm
Ceremony Music Set Up	Dj (no table needed)
Nicholas Ott	
First Look before ceremony	3:30 pm
First Look with finance	
REHEARSAL TIME ON THUR	6:00 pm
Reading Stand for Officiant	NO
Small Round Table w/Linen	Yes
Put unity table right behind the benches for fans	
Urns for wedding aisle: \$15 each	NO
Urns for wedding aisle: \$15 each	NO