

Client Fill-In Katherine Tobias & Bogar Trout

Friday 9/4/2026

CustomerID	090426CH	EventID: 11981	Adults	157	Dinner Time - KIT	7:00 AM	Bride & groom grand	6:30 PM
EventDate	9/4/2026		Children	0	Ceremony Time - WG	5:00 PM	Toast Time - CH	6:45 PM
Client	Katherine Tobias & Bogar Trout		Other	0	Indoor Bar Opens - C	5:30 PM	Cake Cutting Time - K	8:00 PM
Banner	Katherine & Bogar		SeatCnt	157	Outdoor Bar Opens -	5:30 PM	Indoor Bar Closes - C	11:30 PM
Room(s)	CH ROOM		PrepCnt	157	Seat Guests - Ring Bell	6:00 PM		
MainContact	Shiela c 586-242-5013				Rolls on tables when g	6:00 PM		
BarContact	FOG: BO c 7-604-3242 fob / Jim c				Salads served at tables	6:00 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	14

tbd

BAR - SETUP

Event Insurance Company	RVNA
Event Insurance Policy #	#olp120605
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	FOG: BO c 7-604-3242
Indoor Bar Opens	5:30 pm
Indoor Bar Closes	11:30 pm
# Bartenders Indoor Bar	2- 8 hr
Outdoor Bar Opens	5:30 pm
# Bartenders Outdoor Bar	1 - 8 hr
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Toast Time	6:45 pm
Signature Drinks	
Toast with whatever guests are dr	Yes
1 Cosmo	
Champagne Bottle at each Table	No
2 One of the beers	
Champagne for Head Table Only	No
3 Vodka Red Bull ?	
Champagne: Pour at Head Table	No
4 Wine	
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
All Plastic- No glass allowed at o	Yes
Liquor	Yes

EVENT - TABLE INFO

Napkin Color	Ivory
Minimal ?	
Wellers doing special fold	
Table Decoration: Vases real flowers	
Bringing own table numbers	Yes

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
Bread Plates	Yes

Carriage House

EVENT - CHINA AND GLASSWARE

Champagne Glasses at All Tables	No
Champagne Glasses at Head Tabl	NO
Champagne Glasses at Head Tabl	NO

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	Mom
Who is tearing down at end of ni	family
Discuss floral arrangements:	Yes
Florist	Mom
Florist must take trash & packagi	yes
DJ Services	CC Entertainment
Holding area for bridal party CH	CH SUNROOM
Photographer	Always XO
	Photography
Name of Hotel	Hampton Inn
Shuttle service: Company	yes
Name of Person taking gifts	Susan
Person getting envelopes	Susan
Rehearsal dinner Location?	Home
Bartender payments	Bringing in on day of rehearsal
fob Jim c 269-420-0255 is taking alcohol at the end of the night	
Who is taking leftover alcohol	fob Jim c 269-420-0255

Gazebo

GAZEBO OPTIONS

High-Tops with linen 72" linen	2
Tables with 6 chairs & 72 " linen	4

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	Chicken Quesadilla
	Trumpets
Hors D'oeuvre 1	Filo Triangles filled with Spinach & Feta Cheese
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
Bride & groom grand entrance	6:30 pm
DJ Announcing entire wedding p	Yes
5 couple s+ B&G	
Toast Time	6:45 pm

Kitchen

EVENT - MENU

Number people toasting?	3
1 MOH 2 BM 3 FOB	
Time scheduled for toasts	15 MINUTES
Prayer Time	Yes
Groom will do the blessing	
Dinner Time	7:00 am
Menu Name	The Feast
Entrée 1	Black Angus Prime Rib with Au Jus
Entrée 2	Lightly Breaded Chicken Breasts with Lemon-Caper Sauce
1 GF	
Entrée 3	
1 CELIAC bringing in own dish	
Starch Side 1	Cavatappi Pasta with Tomatoes, Fresh Basil, Olive Oil and Garlic
1 Nut	
Starch Side 2	Garlic Mashed Potatoes with Butter & Green Onions
1 garlic, onion, soy, sesame	
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	7:20 pm
Cake Cutting Time	8:00 pm
Outside Desserts Display options	
Small cake for b&g	
Renting china cake plates	
Bringing in desserts from WM & Sams	
Late Night Snack Time	10:00 pm
Bavarian Pretzels with Beer Chee	120

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	9:00 am
9:00 am Hair & Make Up	
KRL - Floor Closes	5:00 pm
1:00 pm Photographer Always XO	
Added Hours	3 hrs @ 35.00
2:45 pm First Look with Dad	
First Look with Father	2:45 pm
3:00 PM Private Vows at House	
First Look with Groom	
4:45 B & Dad to Wellers to Sunroom	

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McKay Lower Floor

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:00 pm
First Look at Wellers	No
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	Shiela c 586-242-5013
Wedding party arrival time	3:30 pm
Ceremony Music Set Up	Dj (no table needed)
cc king entertainment	
First Look before ceremony	2:45 pm
At HH	
REHEARSAL TIME ON THUR	4:00 pm
Reading Stand for Officiant	YES