

Client Fill-In Judith Glova & John Wicks

Saturday 9/5/2026

CustomerID	090526CH	EventID: 6487	Adults	128	Ceremony Time - WG	4:45 PM	Dinner Time - KIT	7:10 PM
EventDate	9/5/2026		Children	3	Indoor Bar Opens - C	5:15 PM	Cake Cutting Time - K	8:00 PM
Client	Judith Glova & John Wicks		Other	0	Outdoor Bar Opens -	5:15 PM	Toast Time - CH	8:10 PM
Banner	Judith & John		SeatCnt	131	Seat Guests - Ring Bell	6:20 PM	Indoor Bar Closes - C	11:15 PM
Room(s)	CH ROOM		PrepCnt	131	Rolls on tables when g	6:20 PM		
MainContact	April c 616-706-1283	April Hurst			Salads served at tables	6:20 PM		
BarContact	April c 616-706-1283				Bride & groom grand	6:30 PM		

Carriage House

Set Up OF ROOM

Headtable:Table Sizes Needed	1-4 ft table
Number of Chairs at Head Table	2

BAR - SETUP

Event Insurance Company	tbd
Event Insurance Policy #	tbd
Non Alcoholic Beverage Service	Yes
Indoor Bar Opens	5:15 pm
Indoor Bar Closes	11:15 pm
# Bartenders Indoor Bar	1- 8hr
Outdoor Bar Opens	5:15 pm
Beer: # Kegs CH	
TBD	
Beer: Bottled RR	
TBD	
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Toast Time	8:10 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	5:15 pm
Outdoor Bar Closes	11:15 pm
A&L supplying tap for keg	Yes
All Plastic- No glass allowed at o	Yes
Liquor	Yes

EVENT - TABLE INFO

Napkin Color	White
Picking up on Thursday	
Picking up napkins to fold	yes
Bringing own table numbers	No
Using our table numbers	
Children Under 5	Yes
Bringing in own candles	Yes
hurricane	
No Dining in Sunroom- Curtain/	yes

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
TBD	

Carriage House

EVENT - CHINA AND GLASSWARE

Bread Plates	Yes
TBD	
Champagne Glasses at Head Tabl	
TBD	

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	April c 616-706-1283
Who is tearing down at end of ni	April c 616-706-1283
Room open for set up day of	11:00 am
Who is removing cake stand at en	April c 616-706-1283
Officiant	Lori Cash richards
Discuss floral arrangements:	Yes
Florist	bride is picking them up
Baker	Sweet Heather
DJ Services	Chris Cre
Photographer	Alex 7-347-3115
Photo Booth: Rock the Booth	
Name of Hotel	Hampton Inn
Set up on patio by womens bathroom door	
Shuttle service: Company	Hampton Inn
Name of Person taking gifts	TBD
Person getting envelopes	TBD
Rehearsal dinner Location?	Our Barn
Bartender payments	3
Who is taking leftover alcohol	April c 616-706-1283

BARTENDERS

3:30 PM Doug Zorn
3:30 PM Ken Lamontagne

Waitstaff

4:30 PM Gwenn Hollister
4:30 PM Martha Ionita
4:30 PM Todd Ducsay

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	5:15 pm
Hors D'oeuvre	Chicken Quesadilla
	Trumpets
Hors D'oeuvre 1	Pork Pot Stickers

Kitchen

EVENT - MENU

	with Ginger Shoyu Sauce
Hors D'oeuvre 2	Bruschetta with Tomatoes, Basil & Garlic
Seat Guests - Ring Bell at this ti	6:20 pm
Rolls on tables when guests are s	6:20 pm
Salads served at tables with rolls	6:20 pm
B&G cut cake at grand entrance	Yes
Bride & groom grand entrance	6:30 pm
DJ Announcing entire wedding p	Yes
First Dances when they enter the room	
Toast Time	6:45 PM
Photo Dash	
Number people toasting?	2
Welcome by B&G	
Time scheduled for toasts	30 min
30 minutes for the above	
Dinner Time	7:10 pm
Menu Name	The Rustic
Entrée 1	Black Angus Prime Rib with Au Jus
9 GF- DF	
Entrée 2	Caramelized Salmon with Brown Pecan Butter
2 Vegan	
Entrée 3	
1 DF	
Starch Side 1	Artisan White Mac & Cheese
4 GF can go through line Salmon	
Starch Side 2	Rosemary Roasted Redskin Potatoes
Veggie Side 1	Green Beans with Bacon
Veggie Side 2	Grilled Asparagus
+2.00 pp Asparagus	
Salad 1	Caesar Salad with House-made Dressing & Home-made Croutons
Bread 1	Warm Herbed Rolls with Dipping Oil
Will do first dance when the B&G come in	
Walk-about time	
Photo Dash Will do walk about in the beginning when they come in.	
Cake Cutting Time	8:00 pm
OUTSIDE DESSERTS	
8:00 ish Cake Cutting after speeches	
Outside Desserts Display options	
SPEECHES AFTER LAST TABLE IS SERVED	
B&G private photos outside	7:30 pm
7:30 YES	
Late Night Snack Time	9:45 pm
7:30 ish bride will be changing in the Office	

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Kitchen

EVENT - MENU

Pizza Buffet Guest Count	100
Bavarian Pretzels with Beer Chee	
Sweet Heather Ann	

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	11:00 am
KRL - Floor Closes	4:00 pm
1 pm Photographer	

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	4:45 pm
First Look at Wellers	Yes
3:00 pm	
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	April c 616-706-1283
Wedding party arrival time	3:00 pm
Ceremony Music Set Up	Dj (no table needed)
1:45 pm Ace Wedding DJs c 269-598-8212	
First Look before ceremony	3:00 pm
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