

Client Fill-In Brittany Lyon & Jon Glenn

Saturday 9/12/2026

CustomerID	091226RR	EventID: 11996	Adults	84	Ceremony Time - EG	4:00 PM	Cake Cutting Time - K	7:15 PM
EventDate	9/12/2026		Children	3	Indoor Bar Opens - R	4:30 PM	Indoor Bar Closes - R	10:30 PM
Client	Brittany Lyon & Jon Glenn		Other	3	Seat Guests - Ring Bell	5:00 PM		
Banner	Brittany & Jon		SeatCnt	90	Bride & groom grand	5:30 PM		
Room(s)	RR ROOM		PrepCnt	90	Rolls on tables when g	5:30 PM		
MainContact	Aunt Andy: c 503-754-8247				Salads served at tables	5:30 PM		
BarContact	fob: Peter 313-805-5745				Dinner Time - KIT	6:00 PM		

East Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	4:00 pm
First Look at Wellers	No
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Room
Phone # to call if rains	Andreea: 734-255-9939
Wedding party arrival time	3:30 pm
TBD	
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	6

Kitchen

EVENT - MENU

Hors d'oeuvres yes or no	Yes
Pass Hors Time	4:30 pm
Hors D'oeuvre	Chicken Quesadilla Trumpets
Hors D'oeuvre 1	Portabella Mushroom Crostini
Hors D'oeuvre 2	Bruschetta with Tomatoes, Basil & Garlic
Seat Guests - Ring Bell at this ti	5:00 pm
Rolls on tables when guests are s	5:30 pm
Salads served at tables with rolls	5:30 pm
Bride & groom grand entrance	5:30 pm
DJ Announcing entire wedding p	Yes
Toast Time	5:45 pm
Number people toasting?	4
1. Fob 2 BM 3 MOH 4 MOH	
Time scheduled for toasts	20 minutes
Prayer Time	No
Dinner Time	6:00 pm
Menu Name	Moonbeams
Entrée 1	Black Angus Prime Rib with Au Jus
Entrée 2	Parmesan Chicken Breasts with Buerre Blanc Sauce
Served with butter	
Starch Side 1	Yukon Gold Mashed Potatoes
Veggie Side 1	Roasted Corn with Caramelized Red Onions & Red Peppers
Veggie Side 2	Green Beans with Bacon
Plain Green Beans no almonds, no bacon	
Salad 1	Mixed Green Salad with Dried Cranberries, Feta and Red Onions
Bread 1	Warm Herbed Rolls with Dipping Oil

Kitchen

EVENT - MENU

Walk-about time	6:30 pm
Cake Cutting Time	7:15 pm
OUTSIDE DESSERTS	
2 Tier wedding cake	
B&G private photos outside	7:40 pm
First Dance Time	7:30 pm
Late Night Snack Time	9:00 pm
Mulled Cider & Donuts	85

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	10:00 am
10:00 am	
KRL - Floor Closes	4:00 pm
4 girls	
Added Hours	2 hrs @ 35.00
noon Photographer	
First Look with Father	
2:30 pm First Look Groom & Father	

Raisin River Room

Set Up OF ROOM

Thursday decorating	11:00 am
Large Floor-Easel in Entry	1 Floor Easel

BAR - SETUP

Event Insurance Company	Markel American Insurance
Event Insurance Policy #	#
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	fob: Peter 313-805-5745
Indoor Bar Opens	4:30 pm
Indoor Bar Closes	10:30 pm
# Bartenders Indoor Bar	2- 8 hr
Beer: Bottled RR	YES
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Tip Jar Allowed	Yes
Iced Water, Iced Tea, Lemonade	Yes
Water Pitcher at each Table	Yes

BAR - GLASSES

BAR - OUTDOOR ONLY

EVENT - TABLE INFO

Napkin Color	Rose
Bringing own table numbers	No
Highchair : Quantity	2
Boosters: Quantity	1
Wellers Farm Lanterns \$5	15

Raisin River Room

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?	Lilys
Who is tearing down at end of ni	family
Room open for set up day of	11:00 am
Officiant	Blake Williams
Discuss floral arrangements:	Yes
Florist	lily
Baker	Aditas Cakes - Warren
DJ Services	Love Plus One
Photographer	Bellbird Photography
Name of Hotel	none
Shuttle service: Company	none
Name of Person taking gifts	mom
Person getting envelopes	mom
Rehearsal dinner Location?	Carlyles
Bartender payments	1
Who is taking leftover alcohol	fob: Peter 313-805-5745
Refund Envelope Addressed by c	Yes