

Client Fill-In Sarah Smith & Chad Bellaire

Saturday 9/19/2026

CustomerID	091926CH	EventID: 11965	Adults	180	Indoor Bar Opens - C	5:30 PM	Toast Time - CH	6:50 PM
EventDate	9/19/2026		Children	0	Outdoor Bar Opens -	5:30 PM	Dinner Time - KIT	7:15 PM
Client	Sarah Smith & Chad Bellaire		Other	0	Ceremony Time - WG	5:30 PM	Cake Cutting Time - K	7:45 PM
Banner	Sarah & Chad		SeatCnt	180	Seat Guests - Ring Bell	6:00 PM	Indoor Bar Closes - C	11:30 PM
Room(s)	CH ROOM		PrepCnt	180	Rolls on tables when g	6:15 PM		
MainContact	Stephanie: c 419-376-7502				Salads served at tables	6:15 PM		
BarContact	Patti Bellaire c 419-443-4408				Bride & groom grand	6:30 PM		

Carriage House

Set Up OF ROOM

ROOM OPENS FOR DECORA	11:00 am
bringing in dog dog addendum	
Headtable:Table Sizes Needed	1-4ft / 2- 8ft
19	
Number of Chairs at Head Table	19 chairs

BAR - SETUP

Event Insurance Company	copy attached
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	Patty Bellaire c 419-443-4408
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
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Toast Time	6:50 pm
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
RR: All Glass Bar 6 hrs	Yes

BAR - OUTDOOR ONLY

Outdoor Bar Set-Up	yes
Outdoor Bar Opens	5:30 pm
SIGNATURE DRINKS	
Outdoor Bar Closes	11:30 pm
TBD	
A&L supplying tap for keg	Yes
All Plastic- No glass allowed at o	Yes
Liquor	Yes

EVENT - TABLE INFO

Napkin Color	Ivory
Bringing own table numbers	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 Tabl	NO
Champagne Glasses at Head Tabl	NO

EVENT - SPECIAL ITEMS

Carriage House

SALES DISCUSSION

Who is setting up florals?	Garden View Patty Bellaire c 419-443-4408
Who is tearing down at end of ni	Patty Bellaire c 419-443-4408
Room open for set up day of	11:00 am
Who is removing cake stand at e	Patty Bellaire c 419-443-4408
Officiant	Dean
Discuss floral arrangements:	Yes
Florist	Garden View Patty Bellaire c 419-443-4408
Baker	Eston Bakery Toledo
Picking up wedding cake on Friday	
Sheetcakes being brought in	
Storing it in	
DJ Services	Nick Soros Music for the Moment c 419-344-5266
Holding area for bridal party CH	CH SUNROOM
Photographer	Nichol Roasa c
Aura Videographer	
Name of Hotel	Hampton Inn517-366-9304
Photo Booth	
Shuttle service: Company	TBD
Shuttle: # of guests	TBD
Person getting envelopes	MOB
Rehearsal dinner Location?	Salt Springs
Bartender payments	3

BARTENDERS

3:30 PM	Chad Weener
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
Skirted DJ table in GZ - 8 ft	Yes
Dance Floor Rental Company	yes
11 am Enchanted Events	
Portable Stage	
Pick it up on Sunday or Monday	

EVENT - TABLE INFO

EVENT - SPECIAL ITEMS

Gazebo

Kitchen

EVENT - MENU

Hors d'oeuvres yes or no	Yes
Pass Hors Time	5:30 pm
Hors D'oeuvre	Chicken Quesadilla Trumpets
Seat Guests - Ring Bell at this ti	6:00 pm
Rolls on tables when guests are s	6:15 pm
6:15 pm	
Salads served at tables with rolls	6:15 pm
B&G cut cake at grand entrance	6:15 pm
Bride & groom grand entrance	6:30 pm
DJ Announcing entire wedding p	Yes
First Dance inside the CH @ 6:40 PM	
Toast Time	6:50 pm
Number people toasting?	4
1 BM 2 MOH 3 Man of Honor 4 FOB	
Time scheduled for toasts	20 min
Prayer Time	Yes
Uncle of groom: Dane Mueller	
Dinner Time	7:15 pm
7:30 pm B&G will do Welcom	
Menu Name	The Feast
Entrée 1	Black Angus Prime Rib with Au Jus
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	
No Walk About	
Cake Cutting Time	7:45 pm
Stephanie: c 419-376-7502 is cutting the cake	
Renting china cake plates	
Bringing in plates & forks	
B&G private photos outside	8:00 pm
First Dance Time	
6:30 first dance when they come in	

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Kitchen

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	12:00 pm
GUYS	
KRL - Floor Closes	5:00 pm

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:30 pm
Bride at airbnb	
First Look at Wellers	No
Pictures b-4 ceremony	
3:45 PM Bus picking up guys at HH AT 3:45 PM	
Ceremony Rain Plan	In Gazebo
4:30 will be picked up by bus at Air BNB	
Phone # to call if rains	Andreea: 734-255-9939
4:45 pm First Look with parents @	
Point person for rehearsal & cere	Stephanie: c 419-376-7502
5:00 pm Ceremony	
Wedding party arrival time	3:45 pm
Ceremony Music Set Up	Dj (no table needed)
Nick Soros Music for the Moment c 419-344-5266	
Reading Stand for Officiant	NO
Urns for wedding aisle: \$15 each	NO
Urns for wedding aisle: \$15 each	NO