

Client Fill-In Jordan Paugh & Christopher Head

Saturday 9/26/2026

CustomerID	092626CH	EventID: 11968	Adults	150	Ceremony Time - WG	5:00 PM	Dinner Time - KIT	7:00 PM
EventDate	9/26/2026		Children	0	Indoor Bar Opens - C	5:30 PM	Cake Cutting Time - K	8:00 PM
Client	Jordan Paugh & Christopher Head		Other	0	Seat Guests - Ring Bell	6:00 PM	Indoor Bar Closes - C	11:30 PM
Banner	Jordan & Christopher				Rolls on tables when g	6:00 PM		
Room(s)	CH ROOM		SeatCnt	150	Salads served at tables	6:00 PM		
MainContact	mog Chylece c 630- 697-8717		PrepCnt	150	Bride & groom grand	6:30 PM		
BarContact	fob taron c248-345-7138				Toast Time - CH	6:40 PM		

Carriage House

Set Up OF ROOM

Headtable:Table Sizes Needed	1-4ft / 2- 8ft
Number of Chairs at Head Table	18
Large Floor-Easel in Entry	
tbd	

BAR - SETUP

Event Insurance Company	TBD
Event Insurance Policy #	TBD
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	fob taron c248-345-7138
Indoor Bar Opens	5:30 pm
Indoor Bar Closes	11:30 pm
# Bartenders Indoor Bar	1- 8hr
Outdoor Bar Opens	5:30
Beer: Bottled RR	

6 cs bottle beer high noon split between two bards

Liquor	Yes
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Indoor 1/4 keg Miller light

Wine: White at Bar	Yes
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Outdoor 1/4 keg Miller light

Fresh Mint	yes
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24 Liquor

Oranges for Oberon beer	yes
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24 Wine

Toast Time	6:40 pm
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Champagne Bottle at each Table	No
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Champagne for Head Table Only	No
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Champagne: Pour at Head Table	No
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Tip Jar Allowed	Yes
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Iced Water, Iced Tea, Lemonade	Yes
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Water Pitcher at each Table	Yes
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BAR - GLASSES

CH: GLASS Bar through dinner	Yes
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BAR - OUTDOOR ONLY

Outdoor Bar Set-Up	yes
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A&L supplying tap for keg	Yes
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All Plastic- No glass allowed at o	Yes
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Liquor	Yes
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EVENT - TABLE INFO

Napkin Color	Burgundy
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Color Palette

Picking up napkins to fold	
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Gold Chargers

Wellers doing special fold	yes
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tri fold over edge of table

Bringing own table numbers	Yes
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Bringing in own candles	Yes
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candles & leds

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
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Salad Plates	Yes
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Carriage House

EVENT - CHINA AND GLASSWARE

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

SALES DISCUSSION

Who is setting up florals?	Marilla Adrianne 419-921-2422
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Who is tearing down at end of ni	mog Chylece c 630-697-8717
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Room open for set up day of	11:00 am
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Officiant	Ron c 734-673-3723
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Discuss floral arrangements:	Yes
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Florist	Marilla Adrianne 419-921-2422
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Florist must take trash & packagi	yes
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Baker	Cantaroros
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TBD

Sheetcakes being brought in	
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Wellers will do display and cake cutting

Band	
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2 large trays of desserts and tiara miso

DJ Services	Brian alvarez BluFru
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Holding area for bridal party CH	CH Sunroom
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Photographer	Bella c 517-652-5359
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Name of Hotel	Hampton Inn
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Shuttle service: Company	Hampton
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Shuttle: # of guests	Hampton
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Name of Person taking gifts	both dads
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Person getting envelopes	both dads
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Rehearsal dinner Location?	Carlyles Grill
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Who is taking leftover alcohol	fob taron c248-345-7138
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BANQUET MANAGER

2:00 PM Andreea Saitis

Gazebo

GAZEBO OPTIONS

EVENT - TABLE INFO

EVENT - SPECIAL ITEMS

Kitchen

EVENT - MENU

Hors d'oeuvres yes or no	Yes
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Pass Hors Time	5:30 pm
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Hors D'oeuvre	Pork Pot Stickers with Ginger Shoyu Sauce
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Hors D'oeuvre 1	Bruschetta with
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Kitchen

EVENT - MENU

Tomatoes, Basil & Garlic	
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

6 couples + bG

Toast Time	6:40 pm
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Number people toasting?	3
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1 fob 2 moh 3 bm

Time scheduled for toasts	15 min
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Prayer Time	
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TBD

Dinner Time	7:00 pm
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Menu Name	The Feast
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Entrée 1	Black Angus Prime Rib with Au Jus
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Entrée 2	Lightly Breaded Chicken Breasts with Lemon-Caper Sauce
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Starch Side 1	Cavatappi Pasta with Tomatoes, Fresh Basil, Olive Oil and Garlic
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Starch Side 2	Garlic Mashed Potatoes with Butter & Green Onions
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Veggie Side 1	Roasted Corn with Caramelized Red Onions & Red Peppers
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Veggie Side 2	Green Beans with Toasted Almonds
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Salad 1	Mixed Green Salad with Dried Cranberries, Feta and Red Onions
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Bread 1	Warm Herbed Rolls with Dipping Oil
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Walk-about time	7:30 pm
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Cake Cutting Time	8:00 pm
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OUTSIDE DESSERTS	
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Tiarmisu Contoros

Outside Desserts Display options	
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Sheet cakes

B&G private photos outside	7:15 pm
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First Dance Time	8:15 pm
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Late Night Snack Time	9:30 pm
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Pizza Buffet Guest Count	100
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Mulled Cider & Donuts	100
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McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	11:00 am
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Hair & Make up

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McKay Lower Floor

KR Lower Floor

KRL - Floor Closes

2:00 pm

Added Hours

1

First Look with Groom

4:00 pm

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time

Ceremony Rain Plan

Phone # to call if rains

Point person for rehearsal & cere

Wedding party arrival time

Ceremony Music Set Up

Lufu Entertainment Brian c 734-678-0160

REHEARSAL TIME ON THUR

Reading Stand for Officiant

TBD

Urns for wedding aisle: \$15 each

Urns for wedding aisle: \$15 each