

Client Fill-In Jessica Lyons & Gavin Kumpelis

Friday 10/9/2026

CustomerID	100926CH	EventID: 11289	Adults	136	Ceremony Time - WG	5:00 PM	Dinner Time - KIT	7:00 PM
EventDate	10/9/2026		Children	2	Outdoor Bar Opens -	5:30 PM	Cake Cutting Time - K	8:15 PM
Client	Jessica Lyons & Gavin Kumpelis		Other	0	Seat Guests - Ring Bell	6:00 PM		
Banner	Jessica & Gavin		SeatCnt	138	Rolls on tables when g	6:00 PM		
Room(s)	CH ROOM		PrepCnt	138	Salads served at tables	6:00 PM		
MainContact	Rick & Kathy c 231-779-4479				Bride & groom grand	6:30 PM		
BarContact	FOG John c 734-780-4696				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	19

BAR - SETUP

Event Insurance Company	Reed via email
Event Insurance Policy #	# 3DS5477M4172082
Non Alcoholic Beverage Service	Yes
ONLY ONE BAR	OUTDOOR BAR ONLY
BAR CONTACT Name & cell:	FOG John c 734-780-4696
Indoor Bar Opens	
NO INDOOR BAR	
Outdoor Bar Opens	5:30 pm
# Bartenders Outdoor Bar	2 - 8hr
Beer: # Kegs CH	3 - 1/4 BARRELS
Beer: Bottled RR	
2 Miller & 1 Two Hearted	
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Toast Time	6:40 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

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	
TBD	
All Plastic- No glass allowed at o	Yes
Liquor	Yes

EVENT - TABLE INFO

Napkin Color	Ivory
Bringing own table numbers	No
Use Wellers Table numbers	
Children Under 5	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

Carriage House

EVENT - SPECIAL ITEMS

Vegan Meals	
7 Vegan Meals See Diagram	

SALES DISCUSSION

Who is setting up florals?	family
Who is tearing down at end of ni	family
Room open for set up day of	2:00 pm
Who is removing cake stand at e	Baker will be at the wedding
Officiant	Chris Yaw
Discuss floral arrangements:	Yes
Florist	Greenwich florals in Milan
Florist must take trash & packagi	yes
Baker	Christy May
Sheetcakes being brought in	yes
2 sheet cakes	
DJ Services	David Dallas c 586-909-8537
Holding area for bridal party CH	yes
Photographer	Lyndsay Cwiertniewize
Name of Hotel	Kensington
Shuttle service: Company	None
Name of Person taking gifts	brides mom - Katier Wheelock
Person getting envelopes	brides mom - Katier Wheelock
Rehearsal dinner Location?	House
Bartender payments	2 bartender payments
Contract Bartender Fee Paid	
\$280 each	
Who is taking leftover alcohol	FOG John c 734-780-4696
Refund Envelope Addressed by c	Yes

BANQUET MANAGER

2:00 PM **Andreae Saitis**

BARTENDERS

3:30 PM **Chad Weener**
3:30 PM **Ken Lamontagne**

Waitstaff

4:30 PM **Carol Wisner**
4:30 PM **Martha Ionita**
4:30 PM **Todd Ducsay**

Gazebo

GAZEBO OPTIONS

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
Golden Hour photos before grand entrance	
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
As a group	
Toast Time	6:40 PM
Number people toasting?	4
1 BM 2 MOH 3 FOG 4 Brides Maid	
Time scheduled for toasts	20 min
Prayer Time	Yes
4. MOG	
Dinner Time	7:00 pm
Menu Name	The Feast
Menu Price upgrade	
2 GF	
Entrée 1	Black Angus Prime Rib with Au Jus
7 VEGANS: 3 @ Table: 3 Bride, Megan, Zosia #10 Amber #18 Jen #16 Karen & Jason	
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
Salad 1	Mixed Green Salad with Dried Cranberries, Feta and Red Onions
Bread 1	Warm Herbed Rolls with Dipping Oil
Walk-about time	7:30 pm
photo dash	
Cake Cutting Time	8:15 pm
OUTSIDE DESSERTS	no
Renting china cake plates	yes
Baker s cutting wedding cake	
B&G private photos outside	6:10 pm
Christy Mae c 734-352-1476	

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Kitchen

EVENT - MENU

First Dance Time	8:30 pm
Late Night Snack Time	10:00 pm

4:20 pm Carrigans Café is bringing in 3 coffee air pots. They want to use our coffee mugs

Pizza Buffet Guest Count	70
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Bringing cocoa packets. Going to put on our cofffee station

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:00 pm
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Coming from home

Pictures b-4 ceremony	No
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Ceremony Rain Plan	In Gazebo
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Phone # to call if rains	Andreea: 734-255-9939
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Point person for rehearsal & cere	Jessica bride
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Wedding party arrival time	4:30 pm
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Ceremony Music Set Up	Dj (no table needed)
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David Dallas

REHEARSAL TIME ON THUR	4:00 pm
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Reading Stand for Officiant	
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Ice bucket with ice in it

Small Round Table w/Linen	Yes
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Small round table with linen

Urns for wedding aisle: \$15 each	NO
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Urns for wedding aisle: \$15 each	NO
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