

Client Fill-In Sherry Smith & Douglas Smith

Friday 10/9/2026

CustomerID	100926RR	EventID:	12433	Adults	71	Indoor Bar Opens - R	4:30 PM
EventDate	10/9/2026	Children	0	Seating	0	Seat Guests - Ring Bell	5:30 PM
Client	Sherry Smith & Douglas Smith	Other	0	Rolls on tables when g	5:30 PM	Salads served at tables	5:30 PM
Banner	Sherry & Douglas	SeatCnt	71	Toast Time - RR	5:40 PM	Dinner Time - KIT	6:00 PM
Room(s)	RR ROOM	PrepCnt	71	Indoor Bar Closes - R	10:30 PM		
MainContact	Sherry Smith, bride						
BarContact	Doug Smith c 734-476-7700						

Kitchen

EVENT - MENU

Ceremony Away	
NO CEREMONY	
Hors d'oeuvres yes or no	Yes
4 PM B&G arriving	
Pass Hors Time	4:30 pm
4:30 Guests arriving	
Hors D'oeuvre	Bacon Wrapped Scallops
Hors D'oeuvre 1	Pear & Brie Wrapped in Phyllo
Hors D'oeuvre 2	Filo Triangles filled with Spinach & Feta Cheese
Seat Guests - Ring Bell at this ti	5:30 pm
Rolls on tables when guests are s	5:30 pm
Salads served at tables with rolls	5:30 pm
Toast Time	5:40 pm
Number people toasting?	4
1. Daughter 2 Son 3 Welcome	
Time scheduled for toasts	20 min
Prayer Time	No
Dinner Time	6:00 pm
Menu Name	The Rustic
Entrée 1	Black Angus Prime Rib with Au Jus
Entrée 2	Caramelized Salmon with Brown Pecan Butter
Starch Side 1	Artisan White Mac & Cheese
Starch Side 2	Rosemary Roasted Redskin Potatoes
Veggie Side 1	Green Beans with Bacon
Bacon on the side	
Veggie Side 2	Roasted Corn with Caramelized Red Onions & Red Peppers
Salad 1	Caesar Salad with House-made Dressing & Home-made Croutons
No Croutons on GF tables 3 (see diagram)	
Bread 1	Warm Herbed Rolls with Dipping Oil
2 @ #14 1 @ #7	
Walk-about time	6:30 pm
Cake Cutting Time	
Desserts coming in between 1 pm and 3 pm	
OUTSIDE DESSERTS	yes
Enchanted Oven	
Renting china cake plates	
Bringing in their own	
First Dance Time	None

Raisin River Room

Set Up OF ROOM

Thursday decorating	2:00 pm
Number of Chairs at Head Table	
No Head Table break down the b&g curved table	
Large Floor-Easel in Entry	1 Floor Easel

BAR - SETUP

Event Insurance Company	EVENT HELPER - ACCORD
Event Insurance Policy #	# 3DS5477-M4212004
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	Doug Smith
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
5 12 packs of beer	
Wine: White at Bar	Yes
12 cans White Claw	
Fresh Mint	
8 Long Drink	
Oranges for Oberon beer	yes
Toast Time	5:40 pm
SIGNATURE DRINKS: 2	
Toast with whatever guests are dr	
1 Pomegranate Martini: Vodka, Grand Marnier, Pomegranate & OJ	
Champagne Bottle at each Table	No
2 Royal Gin & Tonic (Ruth Chris)	
Champagne for Head Table Only	No
Bombay Gin, Ginger Liqueur, Simple Syrup, Rosemary, Peppercorns	
Champagne: Pour at Head Table	No
Tip Jar Allowed	Yes
Iced Water, Iced Tea, Lemonade	Yes
Water Pitcher at each Table	Yes

BAR - GLASSES

RR: All Glass Bar 6 hrs	Yes
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BAR - OUTDOOR ONLY

EVENT - TABLE INFO

Napkin Color	Red
Overlay Color RR ONLY	White
Bringing own table numbers	No
Children Under 5	
Wellers table numbers	
Wellers Farm Lanterns \$5	
3 small vases ; red rose white rose	

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes

Raisin River Room

EVENT - CHINA AND GLASSWARE

Olive Oil Plates	Yes
Bread Plates	Yes
Champagne Glasses at All Tables	No

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	on Thursday
family	
Who is tearing down at end of ni	family
Room open for set up day of	1:00 pm
Who is removing cake stand at e	
Bringing in boxes to go for desserts	
Discuss floral arrangements:	Yes
Florist	self
Florist must take trash & packagi	YES
Baker	Enchanted Oven
Sheetcakes being brought in	no
DJ Services	SON
Photographer	no
Name of Hotel	none
Shuttle service: Company	none
Name of Person taking gifts	no gifts
Person getting envelopes	no gifts
Bartender payments	2
:Because of special drinks	
Who is taking leftover alcohol	bride & groom

BARTENDERS

2:30 PM Doug Zorn
2:30 PM Marybeth Smith

Waitstaff

3:30 PM Ava Nowatzeke
3:30 PM Brenda Henkel