

Client Fill-In Amber Smigiel & Ian Bach

Friday 10/16/2026

CustomerID	101626CH	EventID:	11971	Adults	125	Ceremony Time - WG	5:00 PM	Toast Time - CH	7:00 PM
EventDate	10/16/2026			Children	0	Indoor Bar Opens - C	5:30 PM	Dinner Time - KIT	7:15 PM
Client	Amber Smigiel & Ian Bach			Other	0	Outdoor Bar Opens -	5:30 PM	Cake Cutting Time - K	8:00 PM
Banner	Amber & Ian			SeatCnt	125	Seat Guests - Ring Bell	6:00 PM	Indoor Bar Closes - C	11:30 PM
Room(s)	CH ROOM			PrepCnt	125	Rolls on tables when g	6:00 PM		
MainContact	MOH Gabby					Salads served at tables	6:00 PM		
BarContact	TBD					Bride & groom grand	6:45 PM		

Carriage House

Set Up OF ROOM

Thursday decorating	2:00 pm
Headtable/Table Sizes Needed	1-4ft / 2- 8ft

BAR - SETUP

Event Insurance Company	TBD
Event Insurance Policy #	TBD
Non Alcoholic Beverage Service	Yes
Indoor Bar Opens	5:30 pm
Indoor Bar Closes	11:30 pm
Outdoor Bar Opens	5:30 PM
# Bartenders Outdoor Bar	2 - 8hr
Beer: # Kegs CH	YES
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Toast Time	7:00 pm
Toast with whatever guests are dr	Yes
Champagne: Pour at Head Table	Yes
1 BOTTLE champagne for b&g	
Tip Jar Allowed	Yes
Iced Water, Iced Tea, Lemonade	Yes
Water Pitcher at each Table	Yes

BAR - GLASSES

CH: GLASS Bar through dinner	Yes
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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	Yes
All Plastic- No glass allowed at o	Yes
Liquor	Yes

EVENT - TABLE INFO

Napkin Color	Ivory
Bringing own table numbers	Yes
Bringing in own candles	
Runner	
Wellers Farm Lanterns \$5	
LED LAMPS and Hurricanes	

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
Bread Plates	Yes
Champagne Glasses at Head Tabl	
Bringing in own champagne glasses	
Dessert Plates rental	
TBD	

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	TBD
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Carriage House

SALES DISCUSSION

Who is tearing down at end of ni	TBD
Discuss floral arrangements:	Yes
Florist	Bella Terra
Baker	costco
Sheetcakes being brought in	costco
DJ Services	TNT
Photographer	Carter - 8 hrs
Name of Hotel	Hampton Inn
Shuttle service: Company	"
Name of Person taking gifts	TBD
Person getting envelopes	TBD
Bartender payments	Salt Springs
Who is taking leftover alcohol	TBD

BANQUET MANAGER

2:00 PM Andreea Saitis

BARTENDERS

3:30 PM Ken Lamontagne

3:30 PM Marybeth Smith

Waitstaff

4:30 PM Carol Wisner

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

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
Hors D'oeuvre 2	Pork Pot Stickers with Ginger Shoyu Sauce
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	6:45 pm
Golden Hour photos B&G	

Kitchen

EVENT - MENU

DJ Announcing entire wedding p	Yes
6 couples	
Toast Time	7:00 pm
Number people toasting?	3
1. BM 2 MOH 3FOB	
Time scheduled for toasts	15 MIN
Prayer Time	No
Dinner Time	7:15 pm
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
Salad 1	Mixed Green Salad with Dried Cranberries, Feta and Red Onions
Bread 1	Warm Herbed Rolls with Dipping Oil
Walk-about time	7:40 pm
Cake Cutting Time	8:00 pm
OUTSIDE DESSERTS	
Sheet Cakes	
Outside Desserts Display options	
Kelly c 586-489-1784 is cutting sheet cakes	
Renting china cake plates	
Sheet cakes go right to dessert table when they are delivered	
B&G private photos outside	6:30 pm
First Dance Time	8:30 pm
Pizza Buffet Guest Count	
TBD	

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	9:00 am
9:00 am Hair & Make up	
KRL - Floor Closes	5:00 am
2:00 pm Photographer	
First Look with Father	4:00 pm
4:00 pm First Look with Dad	

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West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:00 pm
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	MOH- gabby c 586-291-9471
Wedding party arrival time	4:00 pm
TNT	
Ceremony Music Set Up	Dj (no table needed)
Reading Stand for Officiant	YES
Gavin officiant	
Urns for wedding aisle: \$15 each	TBD