

Client Fill-In Stephanie Waldrop & Scott Arrwood

Friday 10/16/2026

CustomerID	101626RR	EventID: 12378	Adults	70	Ceremony Time - EG	4:00 PM	Dinner Time - KIT	6:15 PM
EventDate	10/16/2026		Children	0	Indoor Bar Opens - R	4:30 PM	Cake Cutting Time - K	7:00 PM
Client	Stephanie Waldrop & Scott Arrwood		Other	0	Seat Guests - Ring Bell	5:15 PM	Indoor Bar Closes - R	10:30 PM
Banner	Stephanie & Scott				Rolls on tables when g	5:15 PM		
Room(s)	RR ROOM		SeatCnt	70	Salads served at tables	5:15 PM		
MainContact	Candy Kelly c 517-528-5378		PrepCnt	70	Bride & groom grand	5:45 PM		
BarContact	fob: Jim c 734-552-7798				Toast Time - RR	5:45 PM		

East Ceremony Grounds

CEREMONY - SET UP

CEREMONY INFORMATION	
1:45 pm Photos at Wellers	
Ceremony Time	4:00 pm
First Look at Wellers	Yes
2:30 pm on East Ceremony	
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Room
Guys getting ready at Hotel in Milan Baymont	
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	Bride
Wedding party arrival time	2:25 pm
Ceremony Music Set Up	Dj (no table needed)
Candy Kelly c 517-528-5378	
First Look before ceremony	1:45 pm
Mike Staff Kevin	
REHEARSAL TIME ON THUR	4:00 pm
DJ Table for ceremony - 4 ft	Yes
Mike Staff Kevin	
Reading Stand for Officiant	YES
Urns for wedding aisle: \$15 each	NO
Urns for wedding aisle: \$15 each	NO

Kitchen

EVENT - MENU

Hors d'oeuvres yes or no	Yes
Pass Hors Time	4:30 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	5:15 pm
Rolls on tables when guests are s	5:15 pm
Salads served at tables with rolls	5:15 pm
First Dance when they come in	
B&G cut cake at grand entrance	Yes
Cut Cake after first dance	
Bride & groom grand entrance	5:45 pm
B&G	
DJ Announcing entire wedding p	No
Toast Time	6:00 pm
Number people toasting?	1
B&G Welcome	
Time scheduled for toasts	5 min
Dinner Time	6:15 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

Kitchen

EVENT - MENU

Starch Side 2	Garlic
	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	6:40 pm
6:40 pm	
Cake Cutting Time	7:00 pm
when b&g enter	
OUTSIDE DESSERTS	
Cake: Serendipity Cakery	
Outside Desserts Display options	
Dessert Table yes serendipity is setting up	
B&G private photos outside	7:00 pm
TBD after b&g eat. Golden Hour Photos at 6:20 pm	
First Dance Time	7:15 PM
Sunset is 6:50 pm	
Pizza Buffet Guest Count	
Wellers is cutting cake	

McKay Upper Floor

KR Upper Floor

KRU- Opens	8:00 am
KRU-Closes	2:30 pm
Add Additional hours	2 hrs @ 35.00
2:30 pm First Look at Wellers	

Raisin River Room

Set Up OF ROOM

Thursday decorating	2:00 pm
Large Floor-Easel in Entry	1 Floor Easel

BAR - SETUP

Event Insurance Company	Event Helper
Event Insurance Policy #	#EH 771326-L4642884
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	fob: Jim c 734-552-7798
Indoor Bar Opens	4:30 pm
Indoor Bar Closes	10:30 pm
8:00 pm Sparklers at end of night down the wedding aisle	
# Bartenders Indoor Bar	2- 8 hr

Raisin River Room

BAR - SETUP

Liquor	Yes
SIGNATURE DRINKS	
Wine: Red at Bar	Yes
1. Irish Mule	
Wine: White at Bar	Yes
2 Old Fashioned	
Oranges for Oberon beer	
Brides Parents taking leftover alcohol	
Toast Time	5:45 pm
Jim & Liz	
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

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

EVENT - TABLE INFO

Napkin Color	Rust
Overlay Color RR ONLY	Ivory
Children Under 5	Yes
Bringing in own candles	Yes
LEDS	

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 Table	NO
Champagne Glasses at Head Table	NO

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	Kayla
Who is tearing down at end of ni	Candy Kelly c 517-528-5378
Taking down florals at the end of the nights	
Officiant	Candy Kelly c 517-528-5378
Discuss floral arrangements:	Yes
Florist	Kayla
Florist must take trash & packagi	yes
Baker	Serendipity
Sheetcakes being brought in	yes
DJ Services	Mike Staff Kevin
Photographer	Lia Giannotti
Name of Hotel	Milan Baymonth

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Raisin River Room

SALES DISCUSSION

Shuttle service: Company	None
Shuttle: # of guests	None
Name of Person taking gifts	parent
Person getting envelopes	parents
Rehearsal dinner Location?	Carlyle
Bartender payments	2
Who is taking leftover alcohol	Parents taking Leftover
Refund Envelope Addressed by c	Yes

BARTENDERS

2:30 PM Casey Hirth

2:30 PM Doug Zorn

Waitstaff

3:30 PM Ava Nowatzke

3:30 PM Brenda Henkel