

Client Fill-In Jennifer Carson & Adam Burrows

Friday 10/23/2026

CustomerID	102326CH	EventID: 11994	Adults	150	Ceremony Time - WG	4:30 PM	Dinner Time - KIT	6:15 PM
EventDate	10/23/2026		Children	0	Seat Guests - Ring Bell	5:30 PM	Cake Cutting Time - K	7:30 PM
Client	Jennifer Carson & Adam Burrows		Other	0	Rolls on tables when g	5:30 PM	Indoor Bar Closes - C	11:30 PM
Banner	Jennifer & Adam				Salads served at tables	5:30 PM		
Room(s)	CH ROOM		SeatCnt	150	Indoor Bar Opens - C	5:30 PM		
MainContact	sob Marissa c 248-472-6870		PrepCnt	150	Bride & groom grand	5:45 PM		
BarContact	FOG Mark c 248-821-2798				Toast Time - CH	6:00 PM		

Carriage House

Set Up OF ROOM

Thursday decorating	2:00 pm
Decorating on Thursday	
Headtable:Table Sizes Needed	1- 4ft / 1-8ft
Number of Chairs at Head Table	8
No	

BAR - SETUP

Event Insurance Company	TBD
Event Insurance Policy #	TBD
Non Alcoholic Beverage Service	Yes
ONLY ONE BAR	INDOOR BAR ONLY
BAR CONTACT Name & cell:	FOG Mark c 248-821-2798
Indoor Bar Opens	5:30 pm
Indoor Bar Closes	11:30 pm
# Bartenders Indoor Bar	2- 8 hr
Outdoor Bar Opens	
NO OUTDOOR BAR	
# Bartenders Outdoor Bar	1 - 8 hr
Beer: # Kegs CH	TBD
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Toast Time	6:00 pm
Toast with whatever guests are dr	Yes
Champagne for Head Table Only	Yes
Champagne: Pour at Head Table	Yes
2 BOTTLES	
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	No
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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 Head Tabl	8

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	wedding party-family
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Carriage House

SALES DISCUSSION

Room open for set up day of	1:30 pm
For cake, dj	
Officiant	Leah
Discuss floral arrangements:	Yes
Florist	Sams club
Florist must take trash & packagi	yes
Baker	Gwen Briston
Sheetcakes being brought in	2
DJ Services	Forella Entertainment
Holding area for bridal party CH	CH Sunroom
Name of Hotel	Hampton Inn
Shuttle service: Company	yes
Shuttle: # of guests	yes
Name of Person taking gifts	mob
Person getting envelopes	mob
Rehearsal dinner Location?	Paesanos
Bartender payments	3
Who is taking leftover alcohol	FOG Mark c 248-821-2798

BANQUET MANAGER

2:00 PM **Andreea Saitis**

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	5:00 pm
Hors D'oeuvre	Chicken Quesadilla Trumpets
Hors D'oeuvre 1	Bruschetta with Tomatoes, Basil & Garlic
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
Bride & groom grand entrance	5:45 pm
DJ Announcing entire wedding p	Yes
Toast Time	6:00 pm
Number people toasting?	4
1 moh 2 bm 3 fob 4 b&g	
Time scheduled for toasts	15 min
Prayer Time	No
Dinner Time	6:15 pm
Menu Name	The Rustic

Kitchen

EVENT - MENU

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	Smashed Red Skin Potatoes
Veggie Side 1	Green Beans with Bacon
Veggie Side 2	Roasted Corn with Caramelized Red Onions & Red Peppers
Salad 1	Caesar Salad with House-made Dressing & Home-made Croutons
Bread 1	Warm Herbed Rolls with Dipping Oil
Walk-about time	7:00 pm
with photographer	
Cake Cutting Time	7:30 pm
B&G private photos outside	6:45 pm
First Dance Time	7:45 pm

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	10:00 am
10:00 am Hair & Make up	
KRL - Floor Closes	4:00 pm
2:30 pm Photographer	
Added Hours	
4:00 pm Leaving house for Weller	

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	4:30 pm
at HH with father	
Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	TBD
Wedding party arrival time	4:00 pm
Ceremony Music Set Up	Dj (no table needed)
First Look before ceremony	
TBD	
REHEARSAL TIME ON THUR	4:00 pm
Reading Stand for Officiant	
TBD	
Urns for wedding aisle: \$15 each	2