

Client Fill-In Kate Cammell & Michael Orrange

Saturday 10/24/2026

CustomerID	102426CH	EventID: 11990	Adults	180	Ceremony Time - WG	5:00 PM	Dinner Time - KIT	6:50 PM
EventDate	10/24/2026		Children	0	Indoor Bar Opens - C	5:30 PM	Cake Cutting Time - K	8:00 PM
Client	Kate Cammell & Michael Orrange		Other	6	Seat Guests - Ring Bell	6:00 PM	Indoor Bar Closes - C	11:00 PM
Banner	Kate & Michael		SeatCnt	186	Rolls on tables when g	6:00 PM		
Room(s)	CH ROOM		PrepCnt	186	Salads served at tables	6:00 PM		
MainContact	Emily 616-916-2619				Bride & groom grand	6:20 PM		
BarContact	8-8 email from Emily regarding tea				Toast Time - CH	6:30 PM		

Carriage House

Set Up OF ROOM

ROOM OPENS FOR DECORA	1:00 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	11:00 pm
# Bartenders Indoor Bar	2- 8 hr
# Bartenders Outdoor Bar	1 - 8 hr
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Fresh Mint	yes
Oranges for Oberon beer	yes
Toast Time	6:30 pm
Toast with whatever guests are dr	No
Champagne Bottle at each Table	Yes
Tip Jar Allowed	Yes
Iced Water, Iced Tea, Lemonade	Yes
Water Pitcher at each Table	Yes

BAR - GLASSES

BAR - OUTDOOR ONLY

EVENT - TABLE INFO

Napkin Color	White
Bringing own table numbers	Yes
Bringing in own candles	Yes

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
Bread Plates	Yes
Champagne Glasses at All Tables	Yes

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	Emily 616-916-2619
Who is tearing down at end of ni	Emily 616-916-2619
Who is removing cake stand at en	Emily 616-916-2619
Go over Rules & Reminders & si	Yes
Officiant	Charles 734-904-5065
Discuss floral arrangements:	Yes
Florist	Madison 231-282-4044
Baker	Sweet Heather 734-913-20225
Sheetcakes being brought in	no
DJ Services	Ace DJ
Photographer	Joanna
Shuttle service: Company	Hamptom INN

Carriage House

SALES DISCUSSION

Shuttle: # of guests	40
Name of Person taking gifts	Lourdes MOG 734-358-9663
Person getting envelopes	Lourdes MOG 734-358-9663
Who is taking leftover alcohol	MOB 616-443-8552
Refund Envelope Addressed by c	Yes

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 1	Bruschetta with Tomatoes, Basil & Garlic
Hors D'oeuvre 2	Filo Triangles filled with Spinach & Feta Cheese
Hors D'oeuvre 3	Chicken Quesadilla Trumpets
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	6:20 pm
Number people toasting?	tbd
Dinner Time	6:50 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

Kitchen

EVENT - MENU

Cake Cutting Time	8:00 pm
Pizza Buffet Guest Count	60

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	8:00 am
KRL - Floor Closes	5:00 pm
Added Hours	4 hrs @ 35.00

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:00 pm
First Look at Wellers	Yes
Pictures b-4 ceremony	Yes
Ceremony Rain Plan	In Gazebo
REHEARSAL TIME ON THUR	6:00 pm
Reading Stand for Officiant	NO
Small Round Table w/Linen	No