

Client Fill-In Jillian Ahmad & Paul Derheim

Saturday 10/24/2026

CustomerID	102426RR	EventID: 12443	Adults	75	Ceremony Time - EG	4:00 PM	Cake Cutting Time - K	7:15 PM
EventDate	10/24/2026		Children	3	Indoor Bar Opens - R	4:30 PM	Indoor Bar Closes - R	10:30 PM
Client	Jillian Ahmad & Paul Derheim		Other	0	Seat Guests - Ring Bell	5:15 PM		
Banner	Jillian & Paul		SeatCnt	78	Rolls on tables when g	5:15 PM		
Room(s)	RR ROOM		PrepCnt	78	Salads served at tables	5:15 PM		
MainContact	Aunt Monica 989-495-1910				Bride & groom grand	5:40 PM		
BarContact	Luke 734-649-7704				Dinner Time - KIT	6:00 PM		

East Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	4:00 pm
First Look at Wellers	
Hospitality House	
Pictures b-4 ceremony	
TBD	
Ceremony Rain Plan	In Room
Phone # to call if rains	Andreea: 734-255-9939
Point person for rehearsal & cere	Aunt Monica Monica 989-495-1910
Oversee Rehearsal	
Wedding party arrival time	3:45 pm
Ceremony Music Set Up	Dj (4ft table needed)
TNT	
REHEARSAL TIME ON THUR	6:00 pm
Reading Stand for Officiant	
TBD	
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	Bruschetta with Tomatoes, Basil & Garlic
Hors D'oeuvre 2	Pork Pot Stickers with Ginger Shoyu Sauce
Hors D'oeuvre 3	Bruschetta with Tomatoes, Basil & Garlic
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
Bride & groom grand entrance	5:40 pm
DJ Announcing entire wedding p	No
B&G	
Toast Time	5:45 pm
Number people toasting?	4
1 fob 2 moh 3 bm 4 fog blessing	
Time scheduled for toasts	15 min
Dinner Time	6:00 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

Kitchen

EVENT - MENU

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	
tbd	
Cake Cutting Time	7:15 pm
GWEN cupcakes	
B&G private photos outside	
7:45 PM dance party	
First Dance Time	7:30 PM
Late Night Snack Time	8:45 pm
tbd	
Mulled Cider & Donuts	75

McKay Upper Floor

KR Upper Floor

KRU- Opens	11:00 am
TBD Hair & Makeup	
KRU-Closes	4:00 pm
TBD Photographer	
Fee if furniture is moved	
2:30 pm First Look TBD	

Raisin River Room

Set Up OF ROOM

Large Floor-Easel in Entry	
TBD	
BAR - SETUP	
Event Insurance Company	TBD
Event Insurance Policy #	NEED
TBD	
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	Luke 734-649-7704
Indoor Bar Opens	4:30 pm
Indoor Bar Closes	10:30 pm
End music at 10pm	
# Bartenders Indoor Bar	2- 8 hr
Beer: # Kegs CH	NO
Beer: Bottled RR	YES
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Oranges for Oberon beer	

Raisin River Room

BAR - SETUP

	no
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	Ivory
Overlay Color RR ONLY	Ivory
Bringing own table numbers	Yes
Children Under 5	Yes
Highchair : Quantity	
TBD	
Boosters: Quantity	
TBD	
Wellers Farm Lanterns \$5	
3 Hurrican with floating candles	

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 Tabl	NO
Champagne Glasses at Head Tabl	NO

EVENT - SPECIAL ITEMS

SALES DISCUSSION

Who is setting up florals?	mog: Aunt Monica 989-495-1910
Who is tearing down at end of ni	mog: Aunt Monica 989-495-1910
Room open for set up day of	11:00 am
Officiant	Luke 734-649-7704
Discuss floral arrangements:	Yes
Florist	no flowers on tables
Baker	GWEN BRISTON
DJ Services	TNT
Photographer	Alexxis
Name of Hotel	Baymore milan
Shuttle service: Company	None
Shuttle: # of guests	None
Person getting envelopes	mog: Michelle
Rehearsal dinner Location?	Salt springs
Bartender payments	2

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Raisin River Room

BANQUET MANAGER

2:00 PM Andreea Saitis