



CATIE Awards 2020
Best Catered Wedding

“Two Family Trees”

Synopsis

- This wedding was a tale of two individual family trees growing into one. The guests were not just spectators, they were vital participants in the bride & groom's journey that took the guests from a casual day in the park with light picnic fair, into a living chapel and through the woods with fairies flying overhead and earthy refreshments to enjoy. Finally they turned the corner into an enchanted ballroom under a magical tree lit with vibrant colors and featuring a rich meal of decadent offerings.



Description

Picnic in the Park

As the journey began the guests passed hedge walls displaying white wine and the words “Enjoy the Journey”.

Anticipating a hot day, tree-shaped wooden fans with the evenings program written on them were presented. Fruit and herb infused flavored waters were set along the path on a garden wagon as guests made their way to the pre-ceremony picnic. The bridal party enjoyed the picnic with the guests as the Bride & Groom got to enjoy a private picnic for two in the Bridal Suite.



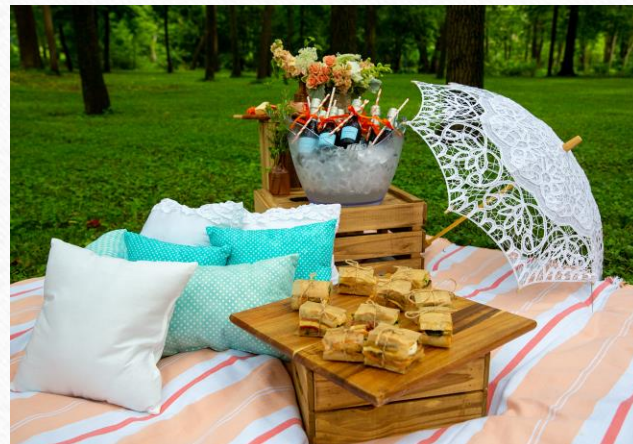
Pastel colored blankets and parasols,

were spread about the clearings with crates holding the picnic of

Baskets of fresh Strawberries, whole Baguettes and House-made Kettle Chips

Buckets filled with individual bottles of Champagne

Cutting boards of Charcuterie and Pressed Picnic Sandwiches.



A guitar player on a bench, strolling caricaturist and beverage carts portrayed a "picnic in the park" atmosphere.

While servers passed

Brie & Strawberry -
filled Phylo Cups

Crabmeat Devilled Eggs

Mosaic Tea Sandwiches



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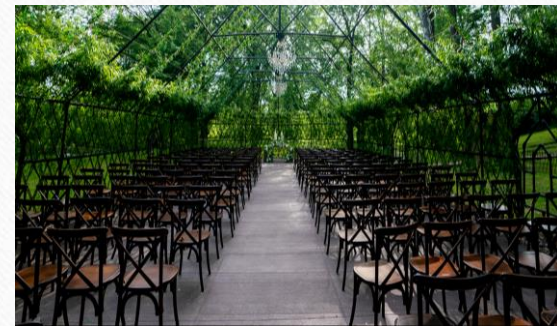


Nitro-Frappe station with Liqueurs



Fresh Lemonade with of Vodka or Bourbon





Willow Chapel

The Family Tree motif continued with a structure planted a year in advance. Made from over 1,300 intertwined willow rods, it will grow into one living tree, a metaphor for two families about to be one. After the ceremony, the couple planted a Cherry Tree. They each gathered dirt from their childhood homes that their mothers mixed during the ceremony. The dirt well-wishes and words of advice from each guest were tossed among the roots so that the trees growth could be aided by their guidance and encouragement.



Cocktails in the Woods

- At this point deeper, richer foods and colors appeared featuring
- Roasted Corn, Avocado and Tomato Salad with Chipotle Lime Vinaigrette
- Watermelon, Blueberry and Asparagus Salad with Basil, Feta and Honey Champagne
- Nectarine Nectar, Bourbon, muddled Basil and Aperol scented with Hickory Smoke presented in a Smoking Box.



Dancing Aerialists

accompanied by woodland
musicians twilled overhead while
servers passed

Beef with Blue Cheese Balsamic
Glaze skewered with Rosemary

Grilled Apricot with Brie,
Prosciutto and Honey

Mushrooms with Gruyere served
on Crostini



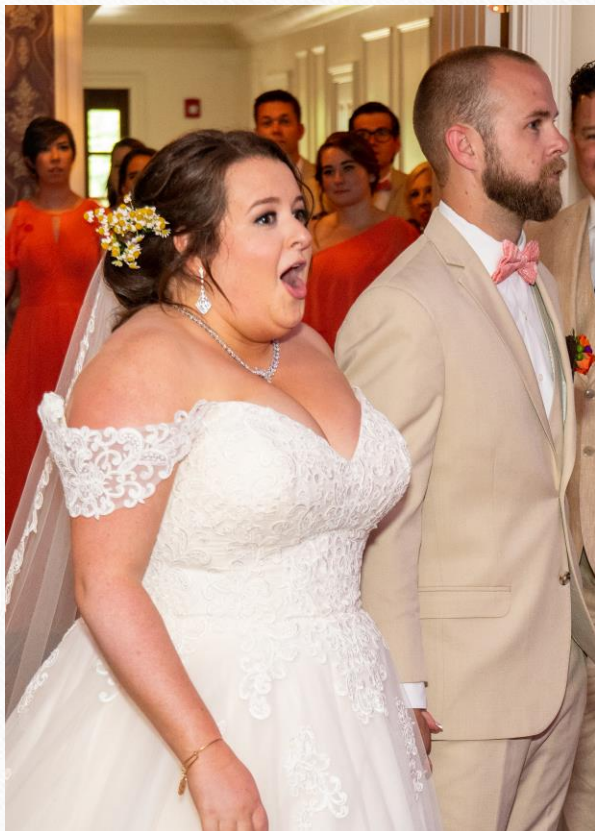
The guests were directed to their tables by way of “Escort Cookies” passed during cocktail hour. Each cookie had the guests name and table number lasered etched into it.



Deep into the Forrest

Rather than being scary and dark, it was vibrant and full of magic. The elegant ballroom had been transformed with a gigantic tree as the centerpiece. Bright up-lights colored branches weaving their way through the chandeliers. Lanterns, flowers and table numbers were hung strategically overhead.





Bride and Groom
first look at the room



Amid the vibrant buds and wooden lanterns on the tables were cutting boards spread with whipped local cream butter. The butter was sprinkled with edible wildflowers. We wanted the guests to think it was part of the décor, then realize it was part of the meal.





At each place setting was hand-made pentagon-shaped boxed with a ring reading:

“Take Off, Enjoy Treat, Read Stars, See What’s To Eat”

Lifting the ring the points of the star fell apart and a Amuse-bouche of Tomato Gelee with crisp Prosciutto and smoked Gouda mouse appeared. Also revealing, around the points of the star, the menu for the evening

Entree One

Apple Wood smoked Sea Bass topped with Coriander Vanilla Cream Sauce, fried Polenta Cake, crispy Julienne Summer Vegetables, Kinome Leaf and Bean Flowers





Intermezzo

Prosecco with floating
Chrysanthemums and a Peach
Popsicle with a stick reading
“Love is Refreshing”

Entree Two

Consisted of Beef Tenderloin with French Onion Gravy, Parmesan Origiano, Caramelized Onions, Thyme Champagne Roasted Carrots with Pea Tendrils and Cosmos trio.





Wedding Cake

Hanging from the tree on a crystal platform this non-traditional royal blue and amethyst wedding cake included a miniature, edible lit chandelier inside one of its layers.



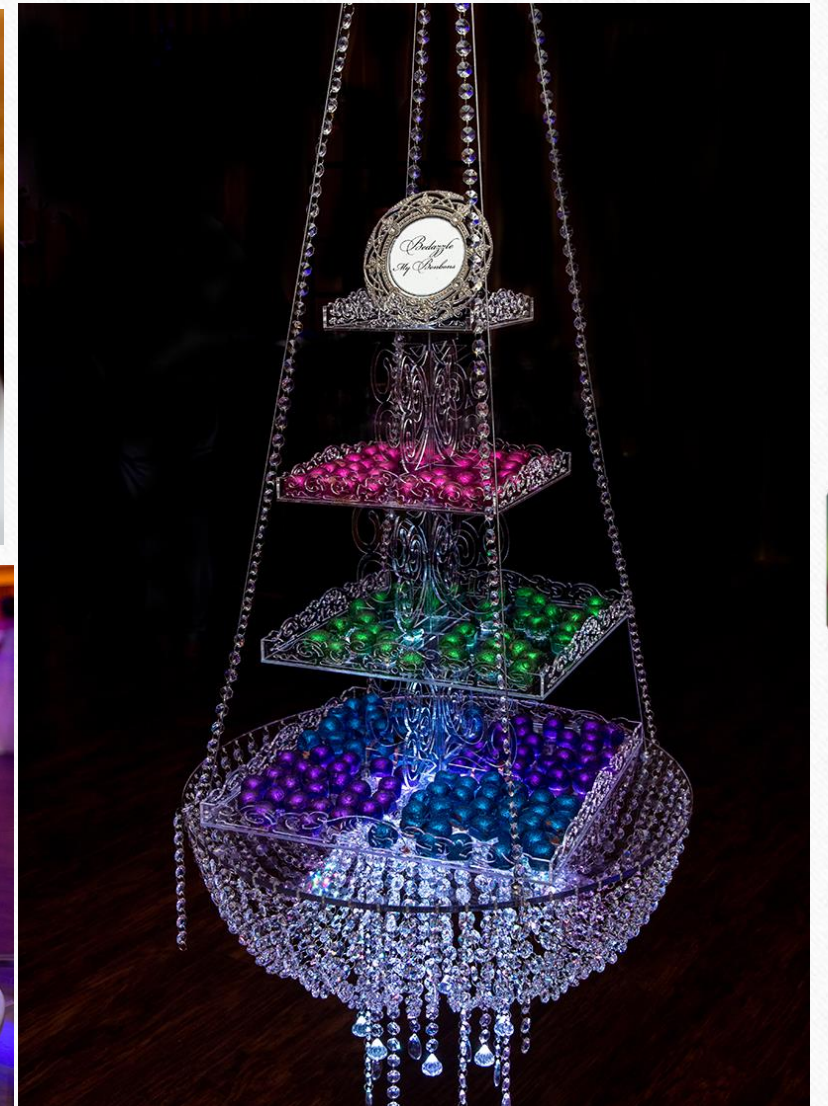
Late Night

While the guests danced, they enjoyed late-night refreshments.

Create-your-own
Parmesan
Origiano Mac &
Cheese Station

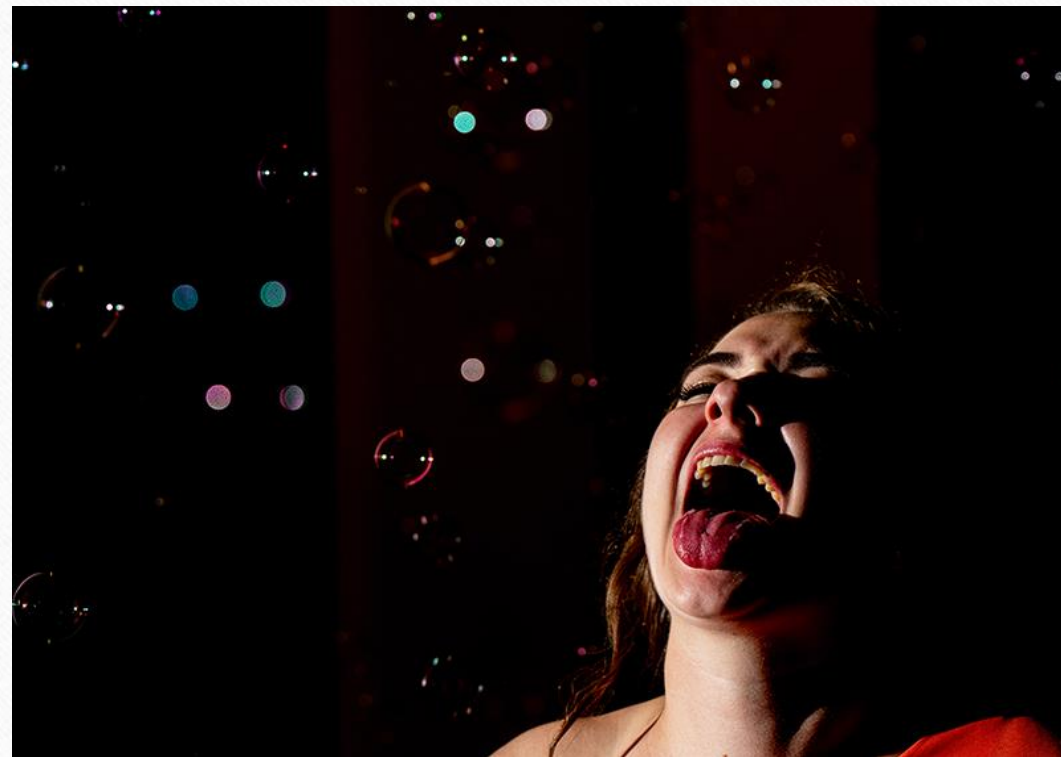
Sparkling bon-bons
replaced wth wedding
cake

Strawberry Daquiri
Hookah Cocktail
Lounge



The End of a Journey

Saw one last surprise. The guests said goodbye to the bride and groom as they exited ended their story under a flurry of champagne-flavored edible bubbles.



Vision (Goal)

The couple wanted a tree planting ceremony to signify the start of their own family tree. The family tree became the common thread throughout the event.

This couple had more than just a desire to be different. They both work in the event industry and have seen it all. This would also be the fifth family wedding to take place in 12 months.

The goal was for the guests to be entertained and engaged through the event.

Vision (Objective)

The objective used to accomplish this goal was to have interesting entertainment, striking décor and unique food & beverage available throughout. The program consisted of 4 distinct parts:

Picnic in the Park

Ceremony in the Willow Chapel & Tree Planting

Cocktails in the Woods

An Enchanting Evening of Dinner and Dancing

Each part of the journey would build from the next.

The "Picnic in the Park" had bright, beautiful pastel colors, light food & drinks and simple entertainment helped to set a tone of joy and celebration.

After the ceremony we progressed into the "Cocktails in the Woods" featuring darker colors, earthier flavors and more interesting entertainment to build the excitement and intrigue.

The evening would culminate in the "Enchanting Evening of Dinner and Dancing" with deep, bold colors, rich foods and vibrant music in the ballroom.

Challenges

The amount of food. With 2 cocktail hours, 4-course dinner and late-night stations, the food for the event itself would take 3 culinary teams. Sharing of personnel was impossible due to prep and assembly times.

Every food item on the menu was a first run. The idea was to give the guests something they had never seen before, including the food. R&D went into creating this menu but producing any item for the first time at an event can be daunting, let alone almost 20 new items.

About an hour before guest arrival a summer rainstorm came through and drenched the ground where the blankets would be. One hardware store stop later, and we had plastic sheets for under the blankets.

Challenges (cont)

- Colors for the wedding were not chosen until the Pantone color for 2019 was released in December of 2018, giving us just 7 months to produce the color scheme. Living Coral was an interesting jumping off point for the colors, which took a journey right along with the guests. We matched the Living Coral with Amethyst and Navy which started out soft in the Picnic in the Park and got darker during the Cocktails in the Woods, ending with an explosion of color in the Ballroom.
- The production of the tree in the Ballroom of the Mansion was no small undertaking. We started weeks in advance by gathering branches, big and small. One challenge of using real wooden branches indoors is that they are a fire hazard. To mitigate the risk, we sprayed each individual branch with fire retardant. It took 3 coats, and there were hundreds of branches. To further reduce the risk, we used no real flame in the tree itself. LED candles only were to be used in the tree branches.
- Production on the tree started 6 days in advance. It took 3 days to build the tree, and we had to have it down by noon the day after the event. The team worked through the night and had the ballroom cleaned up and back to normal by 10:00am the next day.

Uniqueness

- Our aim was for the guests to experience something new at every possible opportunity. At any event, a guest might think that the picnic with cocktails and food before the ceremony would be interesting, or the aerialists, or the "Escort Cookies", or the Amuse-bouche contraption, or the hanging wedding cake with the working edible chandelier, or the tree in the middle of the freaking ballroom... Any one of these elements would be memorable at a wedding. We hit them with all of that and more. The details were never ending from the décor on the stations, to the parasols, the fans, the straws tied to the mini champagne bottles, the wrappers on the picnic sandwiches, the hand-made pillows (the brides aunt made them, not kidding)... And that was just a few of the details in the very first area.

Execution

Food produced in the commissary was transported to the site into 3 designated areas

The prep area for Team 1 at the "Picnic in the Park" was set up under an exposed corner of the Mansion which we draped.

The prep area for the "Cocktails in the Woods" was set up in a tent. This kitchen was the most exposed when the weather hit. They move the food twice when the rain was coming in sideways into the tent. The result was fabulous, and they were ready on time.

The main ballroom kitchen staff served the Amuse-bouche, fish course, intermezzo, beef course and dessert. Once those courses finished, the kitchen flipped to late night food service.

Execution (cont)

- For the design and production team, this was a triumph on many levels.
 - We built and planted the "Willow Chapel" a year in advance. This will, of course, be available to all future clients of the venue, but this couple gave us the inspiration and they were the first ones to use it.
 - All print and collateral materials were designed and hand-made in-house
 - The ballroom is a stunning space with shimmering crystal chandeliers, but it had a column in the center that broke up the openness. Rather than try to hide the column, we planned to make a virtue out of it. We created a tree trunk out of the column from large branches. We then used smaller branches suspended from the ceiling to make the branches of the tree stretch out overhead. From the branches we hung flowers, wooden lanterns and table numbers.

Menu

Christina & Brian

July 5, 2019

Amuse-bouche

*Tomato Gelee with crisp Prosciutto
and smoked Gouda mouse*

Fish Course

*Smoked Sea Bass with
Coriander Vanilla Cream Sauce
Penta Cake
Crispy Julian vegetables
Kinome leaf and Bean Flowers*

Intermezzo

Peach Popsicles w/ presicco

Entree Choice Two

*Roast Tenderloin of Beef
French Onion Gravy
Shaved Parm
Carmilized Onions
Roasted Fingerling Potatoes
Thyme Champagne Roasted Carrots
Pea Tendril & 3 Cosmos*

Dessert

*Wedding Cake
Sparkling Bon Bons
Champagne Bubbles*

Recipes

Name: Crabmeat Deviled Eggs

Qty: 1

Description:

Crabmeat Deviled Eggs

Ingredients:

Item Name	Qty	Unit	Category	Conversion	Comment
egg (hard boiled)	0.50	Item	Dairy	0.5 Items	
crab meat	0.50	Ounce	Seafood and Fis	0.5 Ounces	
mayonnaise	0.25	Tablespoon	Dry Storage	0.25 Tablespoons	
sour cream	0.08	Tablespoon	Dairy	0.23 Teaspoons	
shallot	0.17	Teaspoon	Walk-In	0.17 Teaspoons	
tarragon, fresh	0.06	Ounce	Walk-In	0.06 Ounces	
sriracha	0.06	Ounce	Dry Goods	0.06 Ounces	
vinegar, apple cider	0.01	Tablespoon	Dry Storage	0.01 Tablespoons	

Instructions:

Crab Deviled Eggs

- Cut eggs in half lengthwise and scoop out yolks. Place yolks in a mixing bowl
- Mash yolks and mix in mayonnaise and sour cream until mixture is smooth.
- Fold in crab meat, minced shallots, minced tarragon, Sriracha sauce, apple cider vinegar, and a little bit of salt.
- Pipe crab mixture into egg white halves and pack.

Name: Grilled Apricot w/ Brie - Prosciutto - Honey

Qty: 1

Description:

Grilled Apricot w/ Brie - Prosciutto - Honey

Ingredients:

Item Name	Qty	Unit	Category	Conversion	Comment
apricot	1.20	Ounce	Walk-In	1 item	
brie cheese	0.25	Ounce	Dairy	3.01 Teaspoons	
ham, prosciutto	0.25	Ounce	Meat	0.25 Ounces	
honey	1.00	Teaspoon	Dry Storage	1 Teaspoon	

Instructions:

Cut Apricot in half and remove pit. Cut each half into 3 equal pieces.

Grill off each piece until there are nice grill marks on either side.

Cut Brie into 1/8" squares and lay on the point of the apricot. Back off in a 325* oven for 2 mins or until the cheese is just starting to melt.

Cool and pack.

On the bottom side of a flat sheet pan, lay a piece of parchment paper. Lay pieces of prosciutto on the parchment paper. Lay another piece of paper on top followed by another sheet pan so that the prosciutto is flattened between the bottoms of both sheet pans. Set oven to 325* and cook prosciutto for 6 minutes or until crisp. Let cool and pack.

Name: Tomato Gelee with crispy prosciutto and smoked gouda mousse Qty: 1

Description:

Tomato Gelee with crispy prosciutto and smoked gouda mousse

Ingredients:

Item Name	Qty	Unit	Category	Conversion	Comment
Smoked Gouda mousse	0.50	Fluid Ounce	Staging Cooler	1 Tablespoon	
Tomato Gelee	1.00	Item	Staging Cooler	1 Item	
ham, prosciutto	0.13	Ounce	Meat	0.12 Ounces	

Instructions:

On the bottom side of a flat sheet pan, lay a piece of parchment paper. Lay pieces of prosciutto on the parchment paper. Lay another piece of paper on top followed by another sheet pan so that the prosciutto is flattened between the bottoms of both sheet pans. Set oven to 325* and cook prosciutto for 6 minutes or until crisp. Let cool and pack.

Sub Recipe: Smoked Gouda mousse

Portion: 0.5 (Fluid Ounce)

Item Name	Qty	Unit	Category	Conversion	Comment
smoked gouda cheese	0.02	Pound	Dairy	3.01 Teaspoons	
cream cheese	0.03	Pound	Dairy	0.03 Pounds	
heavy cream	0.03	Cup	Dairy	1.5 Teaspoons	
Salt and Penner Shaker	0.02	Teaspoon	Dev Storage	0.02 Teaspoons	

Instructions:

-In a pot, bring cream up to a simmer over medium high heat. Add in smoked gouda cheese. Allow to melt and fully incorporate. take off heat and let cool for 10 minutes.

-In a stand mixer with a whisk attachment, add in softened cream cheese and smoked gouda mixture. Whisk till combined and smooth. If too thick, add in more heavy cream to thin out.

-Pack in pastry bag on party.

Sub Recipe: Tomato Gelee

Portion: 1 (Item)

Item Name	Qty	Unit	Category	Conversion	Comment
tomato sauce	0.08	Cup	Dev Storage	0.65 Ounces	
tomato juice	0.02	Cup	Dev Storage	0.02 Cups	
agar agar	0.08	Ounce	Chef Office	0.08 Ounces	
Salt and Penner Shaker	0.01	Teaspoon	Dev Storage	0.01 Teaspoons	

Instructions:

-In a pot, add tomato sauce and tomato juice. Heat of medium high heat to a simmer. Once mixture is simmering, add in agar to thicken. Once fully incorporated, remove from heat and pour mixture into silicon mini donut molds. Put in freezer to harden for 30 minutes.

-Remove gelee for silicon mold and pack on sheet pan.

Name: Smoked Chilean Sea Bass (6 oz) Qty: 1

Description:

Smoked Chilean Sea Bass (6 oz)

Ingredients:

Item Name	Qty	Unit	Category	Conversion	Comment
Smoked Sea Bass	1.00	Item	Staging Cooler	1 Item	

Sub Recipe: Smoked Sea Bass Portion: 1 (Item)

Item Name	Qty	Unit	Category	Conversion	Comment
sea bass	6.00	Ounce	Seafood and Fis	6 Ounces	
wood chips hickory	2.00	Ounce	Drv Storage	2 Ounces	

Instructions:

- Place woodchips in 6" hotel pan in an even layer. Light woodchips and allow flame to die and chips to smolder. Once chips are smoldering, place sea bass in 2" perforated pan and place in 6" pan. Cover with foil and allow to smoke for 6-8 hours or overnight. Check halfway through to make sure smoke flavor is getting into fish. If not enough smoke, add more chips and re-ignite.

-Once fish is cold smoked. Place in hotel pans and pack on party.

Name: Coriander vanilla cream sauce Qty: 1

Description:

Coriander vanilla cream sauce

Ingredients:

Item Name	Qty	Unit	Category	Conversion	Comment
Coriander vanilla cream sauce	2.00	Fluid Ounce	Staging Cooler	2 Fluid Ounces	Beef

Sub Recipe: Coriander vanilla cream sauce Portion: 2 (Fluid Ounce)

Item Name	Qty	Unit	Category	Conversion	Comment
heavy cream	0.06	Quart	Dairy	2 Fluid Ounces	
white wine	0.02	Cup	Drv Storage	0.02 Cups	
coriander ground	0.06	Tablespoon	Spices	0.06 Tablespoons	
vanilla bean paste	0.06	Tablespoon	Baking Supplies	0.06 Tablespoons	
Salt and Pepper Shaker	0.02	Teaspoon	Drv Storage	0.02 Teaspoons	
mushrooms wild-dried	0.06	Ounce	Walk-In	2.32 Teaspoons	
oil salad	0.13	Tablespoon	Drv Storage	0.12 Tablespoons	

Instructions:

-Rehydrate mushrooms in hot water for 10 minutes. Strain and pat dry with paper towels.

-In a sauce pan, heat oil and sautee mushrooms. Deglaze with white wine. Add heavy cream and bring to a simmer over medium-high heat.

-Add coriander, vanilla bean paste, and S+P. Simmer for 20 minutes.

Strain out mushrooms and pack.

Name: Peach Popsicles w/ prosecco

Qty: 1

Description:

Peach Popsicles w/ prosecco

Ingredients:

Item Name	Qty	Unit	Category	Conversion	Comment
Peach Popsicle	8.00	Fluid Ounce	Staging Cooler	1 Cup	
Candoni Prosecco	0.06	Item	Wine	0.06 Items	

Sub Recipe: Peach Popsicle

Portion: 8 (Fluid Ounce)

Item Name	Qty	Unit	Category	Conversion	Comment
peach	0.25	Item	Walk-In	1.13 Ounces	
water	0.25	Cup	Kitchen Beverages	2 Fluid Ounces	
sugar granulated	0.06	Cup	Baking Supplies	1 Tablespoon	

Instructions:

Depit Peach and quarter. Put peach, water, and sugar in Blender and blend until smooth. Pour mixture in Popsicle mold and insert stick. Place in freezer and freeze overnight.

Name: Roast Tenderloin of Beef 3oz

Qty: 1

Description:

Roast Tenderloin of Beef

Ingredients:

Item Name	Qty	Unit	Category	Conversion	Comment
tenderloin-pismo5&cup	5.00	Ounce	Meat	5 Ounces	
butter, clarified	1.00	Teaspoon	Dairy	0.99 Teaspoons	

Instructions:

Roast Tenderloin of Beef (3oz):

Roast Tenderloin:

Peel Silverskin off of beef tenderloin.

Season tenderloin and sear on a flat top on all 3 sides.

Roast in a 425 F convection oven on high fan for 10 minutes.

Name: French Onion Au Jus

Qty: 1

Description:

French Onion Au Jus

Ingredients:

Item Name	Qty	Unit	Category	Conversion	Comment
"French Onion" Au Jus	2.00	Fluid Ounce	Staging Cooler	2 Fluid Ounces	Beef

Sub Recipe: "French Onion" Au Jus

Portion: 2 (Fluid Ounce)

Item Name	Qty	Unit	Category	Conversion	Comment
mushrooms portabella	0.08	Pound	Walk-In	1.33 Ounces	
shallot	0.08	Shallot	Walk-In	0.25 Tablespoons	
consomme-beef	1.75	Fluid Ounce	Drv Goods	1.75 Fluid Ounces	
heavy cream	0.08	Cup	Dairy	1.33 Tablespoons	
worcestershire sauce	0.04	Teaspoon	Drv Storage	0.04 Teaspoons	
tabasco	0.02	Teaspoon	Drv Storage	0.02 Teaspoons	
butter salted	0.04	Pound	Dairy	0.67 Ounces	

Instructions:

-In a sauce pan, sauté sliced portobello mushrooms and diced shallots until shallots are golden brown and mushrooms have cooked out water. Add consommé and simmer for 5 minutes. Add heavy cream, Worcestershire, Tabasco, and season. Let simmer for 20 minutes. Remove from heat, strain, and pack on party.

The Contract

Final Event Details Agreement

Wedding

***Event to be held on 7/5/2019
190 Guarantee Guests***

HORS D'OEUVRE (Waiters Passing)

Pressed Picnic Sandwich; Vegetarian Sandwich-grilled eggplant,zucchini-mozzarella-red peper pesto
Mosaic Tea Sandwiches: Salmon
Mosaic Tea Sandwiches - Prosciutto
Mosaic Tea Sandwiches - Vegetarian
Phylo cup-diced strawberries-bri
Crabmeat Deviled Eggs
Grilled Apricot-Brie-Prosciutto-Honey
Mushroom-Gruyere-Crostini
Skewered Beef Tender cubs - blue cheese - balsamic glaze

HORS D'OEUVRE (Displayed)

Baskets of Fresh Strawberries
Whole Baguette
Cones of Homemade Chips
Pressed Picnic Sandwich: Italian Sandwich - Capocollo,arugula,roasted red peppers-mint pesto
Displayed Charcuterie to include Salami, Prosciutto, Copocollo, Andouille, Barren County Bleu Cheese, Trillium,
Manchego, Irish Cheddar with Porter, Crackers, Baguette, Apricots, Grapes, Fig Jam, Stoneground Mustard,
Olives, and Pickles
Cucumber, Thym & Lime for infused water
Orange & Kiwi for infused water
fresh squeezed lemonaid -light on sugar
Crate of Lemons for display
Crate of Lime for display
Crate of Oranges for display
1/2 Crate of Kiwi for display
1/2 crage of cucumbers for display
case of kale for display
case white kale or what ever its called
Roasted Corn-Avocado-Tomato-Cilantro-roasted red onion-Chipotle Lime Vinaigrette
Watermelon-Asparagus-Blueberries-Basils-Feta-Honey Champange
Displayed in a Copper Tree Display

APPETIZER

Tomato Gelee with crisp Prosciutto and smoked Gouda mouse

SALAD

Basket of Assorted Breads served with Butter to include:
Butter Boards

INTERMEZZO

Peach Popsicles w/ presicco

ENTREE CHOICE 1

Smoked Sea Bass-Coriander Vanilla Cream Sauce
Plenta Cake
Crispy Julian vegetables

ENTREE CHOICE 2

Roast Tenderloin of Beef
French Onion Gravy
Shaved Parm
Carmilized Onions
Roasted Fingerling Potatoes
Thyme Champagne Roasted Carrots
Garnish: Pea Tendril & 3 Cosmos

DESSERT STATION

Bon Bons

DESSERT

Champagne Bubbles
Wedding Cake (per host)

LATE NIGHT SNACKS

Mac and Cheese station

- 7/5/2019

Bar / Liquor

Qty	Name	Comments	Price	Total
	COCKTAIL 1	Ballroom		
100	Seasonal Local Beer Compliment	Iced in white coolers		
200	Nitro Coffee Bar	move to cicktail 2		
80	Little bottles of champagne	in ice buckets at blankest - tied with ribbon and straw		
143	Seasonal Infused waters	leave open/refill for cocktail 2		
23	House White Wine	displayed in Hedge wall		
75	Fresh Squeezed LEMONAIDE	station on Big wagon		
120	Bulliet (mini bottles)	lemonaid stand		
120	Ketel One Vodka (mini bottles)	lemonaid stand		
	COCKTAIL 2	Ballroom		
100	"Yost Smoked Nectarine" - Nectarine, Bourbon, Basil and Aperol scented with Hicory Smoke	batch 4 parts Nectarine, 4 parts Bourbon and 1 part Aperol - fill a roc scented with Hicory Smoke		
23	House White Wine	Wine cart/station		
	Wine Cart	white Only		
	BALLROOM	Ballroom		
	Champagne To Be Discussed	save 2 bottles for bubbles		
190	Super Premium Open Bar (up to 5.5 hours)	Ballroom only		
190	Seasonal Local Beer Compliment	Ballroom		
190	Cordials	per person		
	Dinner Wine To Be Discussed			

Total Beverages

Beverage

Qty	Name	Comments	Price	Total
100	Seasonal Local Beer Compliment			
190	Coffee served with Cream & Sugar			

Total Beverages

Rentals

Qty	Name	Comment	Price	Total
190	Catering Supplies			
	COCKTAILS 1	Garden		
5	120" Rd Persimmon Hydrangea	Short Cocktail Tables		
5	132" Rd Persimmon Crest Shantung	Tall Cocktail Tables		
4	90x156 Pistachio Shantung	1 gift table - extras		
10	3' Cocktail Table (from D'Amore or C3)	5 short 5 tall		
1	6' for gift table	4 around each Short table		
20	White Folding Chairs	4 around each Short table		
2	Hedge walls from D'Amore	White wine		
3	Park Benches	One for Guitarist		
2	White Coolers	Beer		
3	Black pipe and drape	to create a kitchen under balcony		
1	Small Garden cart with program fans	moves with guest along journey		
1	Medium garden cart with Note Bags-	moves with guest along journey		
	pencils-sign-bags			
8	Picnic Blankets with pillows	Spread out on south lawn		

8	White Parasol	1 at each blanket for decor
9	cutting board for charcutary display	1 at each blanket (bride and groom has a special one)
9	cutting boards for sandwiches	1 at each blanket
8	Clear Ice Buckets	for Samll Champange 1 at each blanket
9	Picnic Baskets	at each blanked
600	Plastic 10 oz. Tumblers (what we use for waters at BIE)	for coffee, lemonaid and Water Stations
	WILLOW CHAPEL (CEREMONY)	
180	Vineyard Cross Back Chair- Wood Fruitwood	ceremony, white cushion
200	Chivari Chair Cushion - Natural White Velcro	Ceremony cushions
	COCKTAILS 2	In front of barn
5	132" Rd Dawn Marble	Tall Cocktail tables
5	Walnut Velvet Table Cuff (wrapped around the Dawn Marble)	Tall Cocktail Tables
5	120rd Copper Lamour	Short Cocktail Tables
20	Vineyard Cross Back Chair- Wood Fruitwood	5 around each short table
1	120rd Spice Cortona	salad station with tree
190	Jar - Cork Lids	Corn Salad on Barn
190	Amber Glass	Watermelon salad
400	Fork - Copper	Both Salads

DINING ROOM

12	132" Rd Aubergine Marble	Ballroom
7	120rd Aubergine Marble	6' & 5' Tables
200	Aubergine Shantung Napkin	4rd tables
210	Chair Pad - GOLD	knotted, top left placement
200	Gold Leaf Napkin Rings	Gold or Ivory
190	Gold Leaf Vinyl Placemats	On the knot (see Pic)
200	Ariana Amethyst 16 oz Wine Glass	
400	Gold Lines Dinner Plates	
190	Black Iris Estate Bar Glassware	
190	White FOH Dinner Plate - 10"	seabass
200	Gold Lines B&B Plate	
400	Gold Lines Salad/Dessert Plates	
100	Gold Lines Coffee Cup	
100	Gold Lines Coffee Saucer	
200	Arezza Salad Fork	
600	Arezza Dinner Knife	
600	Arezza Dinner Fork	
200	Arezza Teaspoon	
200	Arezza Butter Knife	
8	Gold Mirrored Table	Head table
190	Champagne Glass - Coup	Intermezzo
4	Leather Chairs	set in ballroom
2	Leather Sofa	set in ballroom
2	Coffee Tables	set in ballroom
25	Table Numbers	per
12	Pin Spot Lighting	1 cake rest tables
	EXIT	Front of mansion
	Champagne Bubbles	
2	Columns for bubble Machines	Front of mansion
2	Bubble Machines	Front of mansion
	EXTRA	
4	90X156 Subergine Shantung	
4	90x156 Black Lamour	

Event Audio Visual

Qty	Name	Comment	Price	Total
7/5/2019				
1	Pin-spot Lighting	1 per speaker		
24	Up-Lighting			
			Total AV	0.00

Venue Equipment

Qty	Name	Comment	Price	Total
7/5/2019				
190	Black Easel	for a 16"x 20" frame		
			Total Venue Equipment	0.00

Service Staff

Qty	Position	Price	Total
1	Day-of Venue Coordinator		
1	Bridal Valet		
4	Supervisor		
8	Bartender		
16	Server		
8	Runner		
3	Chef		
15	Kitchen		
4	Dishwasher		

Special Event Notes:

Time Line:

DATE	TIME	ITEM	NOTES
6/30/2019	11:00 am	Start Building Tree	
7/4/2019	5:30 pm	Rehearsal	
7/5/2019	7:45 am	Hair and Makeup Begins	
7/5/2019	11:00 am	Guys ready	
7/5/2019	1:00 pm	Bridal Party Departs for venue	
7/5/2019	1:30 pm	Bridal Party (Girls) Arrives at venue	
7/5/2019	2:30 pm	First look with Dad	
7/5/2019	2:45 pm	First look for Bride and Groom	
7/5/2019	3:00 pm	Bridal Party Photos	
7/5/2019	4:00 pm	Family Photos	
7/5/2019	5:00 pm	Photos Conclude	
7/5/2019	5:05 pm	Bridal Party join Cocktail Hour	
7/5/2019	6:15 pm	Bridge opens & guest are asked to proceed to willow chapel	
7/5/2019	8:00 pm	Introductions	
7/5/2019	8:05 pm	First Dance	
7/5/2019	8:10 pm	Cake Cutting	
7/5/2019	8:15 pm	Welcome	
7/5/2019	8:20 pm	Blessing	
7/5/2019	9:35 pm	Toast	

7/5/2019	9:45 pm	Father Daughter Dance / Mother Son Dance	
7/5/2019	11:30 pm	Bar Closes	
7/5/2019	11:55 pm	Last Song	
7/5/2019	11:59 pm	Send Off	

Vendors: (please provide names, arrival times and phone numbers of any missing vendors)

DATE	TIME	ITEM	NOTES
7/1/2004	12:00 pm	Restroom Trailer	
7/2/2019	9:00 am	Tent	
7/5/2019	7:30 am	Make-up & Hair Artist Arrives	
7/5/2019	9:00 am	Hair Stylist Arrival (for Bride and Mom)	
7/5/2019	9:00 am	Photographer Arrives @ Home	
7/5/2019	12:00 pm	Planner Arrives @ Early Home	
7/5/2019	12:00 pm	Videographer Arrives @ Home	
7/5/2019	2:00 pm	Bridal Party (Boys) & Officiate Arrival	
7/5/2019	2:30 pm	DJ Arrival	
7/5/2019	4:45 pm	Cocktail 1 Entertainment	
7/5/2019	6:00 pm	Cocktail 2 Entertainment Arrives	
7/5/2019	10:30 pm	Coordinator Leaves	

Final Event Details Agreement

Client/Organization:
Booking Contact:
Address:

Telephone:
Email:
Sales Rep:
Coordinator:
Event Producer:
Printed Date: 1/15/2020

Event Date: 7/5/2019
Event Location:
Room: Mansion
Catering Minimum:
Final Guest Count: 190
Staff Arrival: 2:00 pm
Cocktails: 7:00 pm
Dinner: 8:00 pm
End Time: 12:00 am

Event Estimation:

	Total
Menu	
Beverage	
Rentals	
Service Staff	
Summary	
Subtotal	
Admin Charge	
Tax	
Total	
Balance	

Payments Received:

Date	Amount	Comment	Pay Method
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Deposit Schedule:

Due Date	Due Amount	Comment
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* Please Remember per your signed contract:

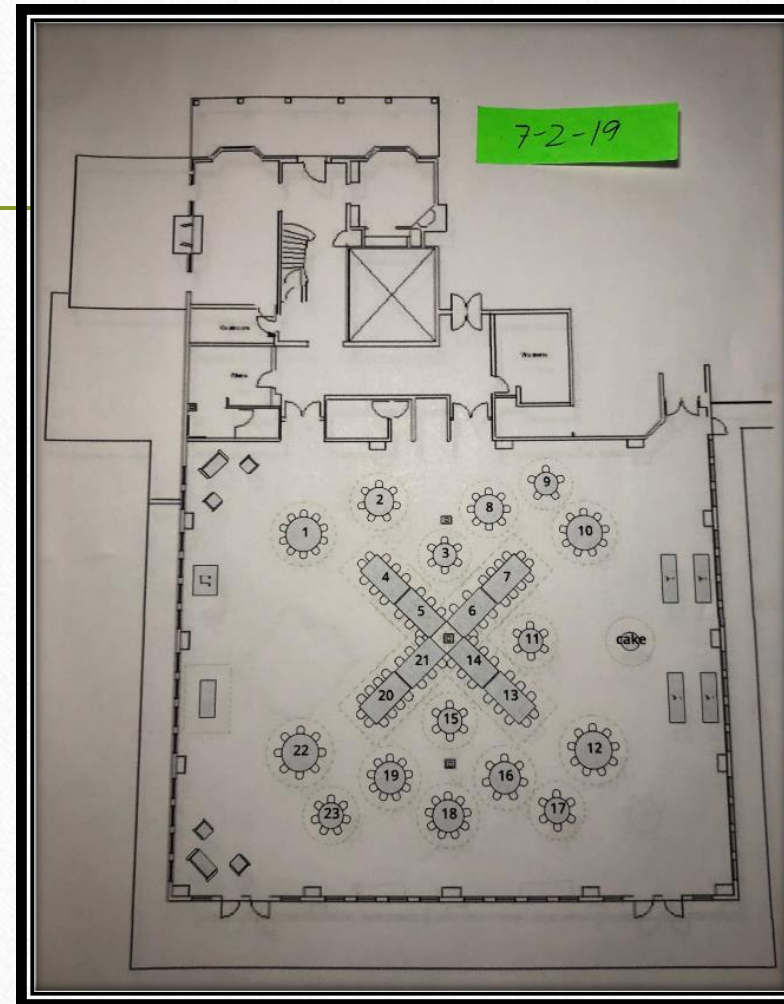
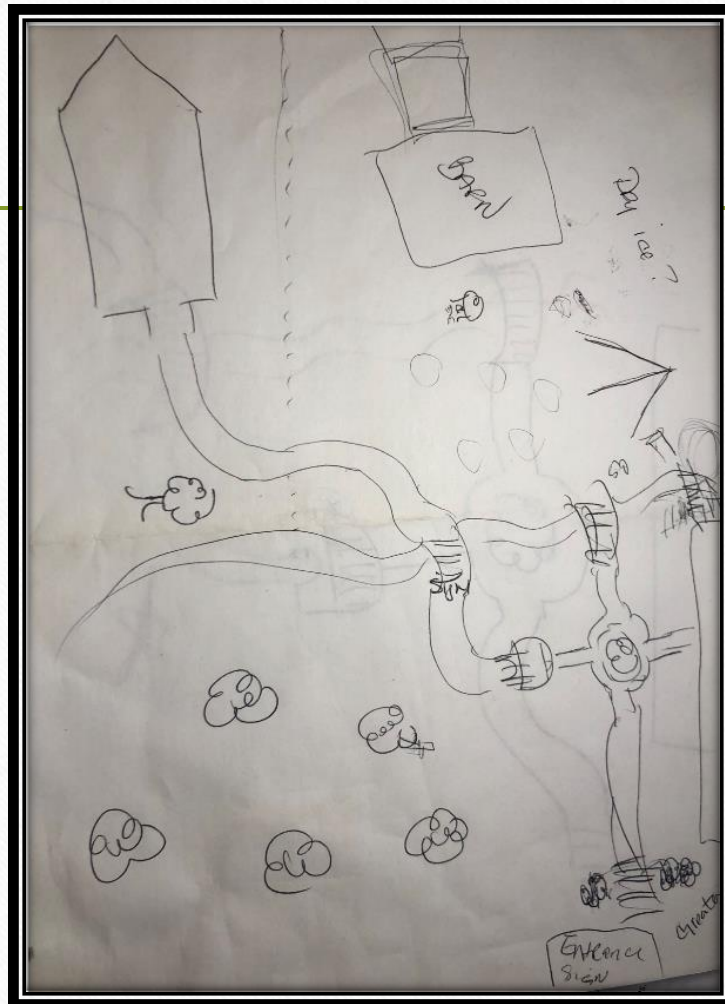
LABOR & STAFFING: If actual hours used exceed estimated hours due to additional clients request, additional setup and/or cleanup duties, late guest departures, etc..., then adjustments will be made to your final invoice and be reflected in your Balance Due.

I have reviewed the final details of my event including attached/linked floor plan and agree that all information is accurate.

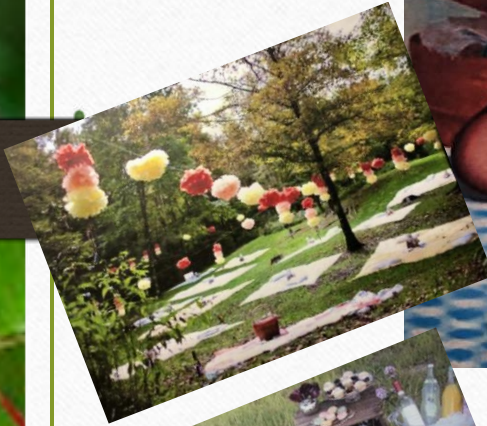
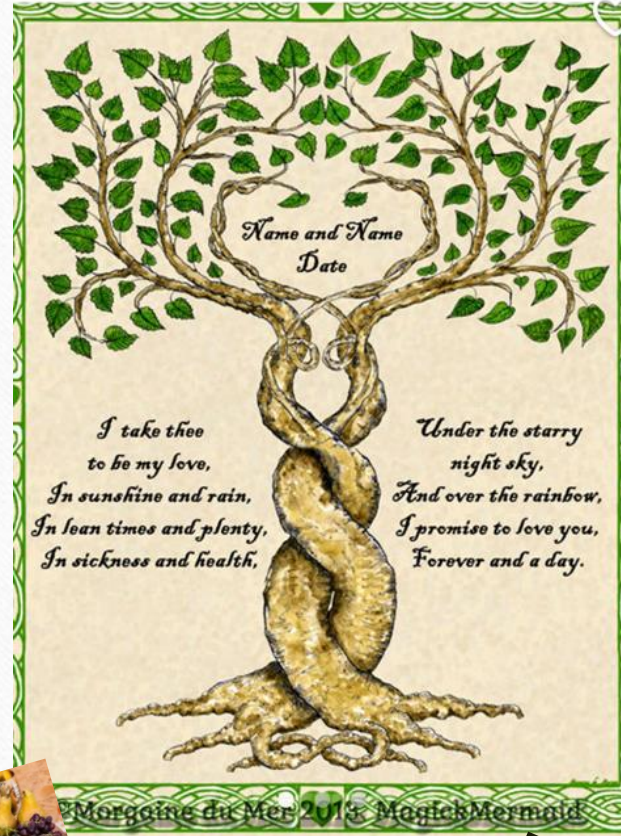
Signature: _____

Date: _____

Design & Production Documents



Inspiration



Vendor List

- WOW Factors - 317-843-9870 – s.evans@evansav.com
 - Event Furniature/Flat ware/Lghting/Draping/Emotional Support
- ENCORE Entertainment - 317-917-8800 - larry@encoreentertainment.net
 - Guitarist/Aerialists/Floutist & Drummer/Caricaturist
- Ian Borerhoff Photography – 317-522-6626 - I ian.borgerhoff@gmail.com
 - Photographer
- IndyVisual - 317-414-8427 - bob@indyvisual.com
 - Vidiographer
- Jim Cerone DJ - 317-845-0749 - jimcerone@aol.com
 - DJ/Perfect Host
- Plum & Poppy - 317-732-1998 – sarah@plumandpoppy.com
 - Day-of Ceremony Coordination
- EventSource - 614-558-3879 - billferguson@eventsource.com
 - Glass ware & China
- BBJ Linen - 800-592-2414 - bmarino@bbjlinen.com
 - Linens
- McNamara Florist - 317-843-8970 - alan.thompson@mcnamaraflorist.com
 - Flowers
- Classic Cakes - 317-844-6901 – carmelclassiccakes@gmail.com
 - Wedding Cake
- Tablesapes - 312-733-9700 - rentals@tablesapes.com
 - Chargers