

SIGNATURE CATERER FOR

# BEST WEDDING

CATIE AWARDS 2016

## SYNOPSIS

Kristen and Kelly dreamed of a wedding celebration that dared to be different. As soon as Kristen exclaimed, "Yes!" to the long-awaited proposal, the couple knew they wanted to defy all expectations of a formal affair by keeping the comforts of home as the central element to their wedding. The team created an outdoor event space that was an extension of their family home – imagine all four walls of the house opened up for 200 guests to celebrate within. Eclectic décor, a Southern-inspired menu, and industrial-rustic touches served as the backdrop that brought this modern day fairytale to life.

# EVENT CONCEPT

The inspiration for the design concept for this wedding came from the couple's desire to have a celebration gathering rather than a formal wedding ceremony and reception. Their central vision entailed inviting everyone to their home to celebrate their union with them. They were very passionate about this approach and so the catering and design team set out to help them achieve their vision.



Utilizing the front and back yard, the team designed a setting that visually communicated a residential look through the use of warm woods mixed with metals, beautiful colors, and a variety of textures. These design elements were spread throughout two primary areas (the front and back yards) to produce a warm and welcoming environment with a homey ambiance.

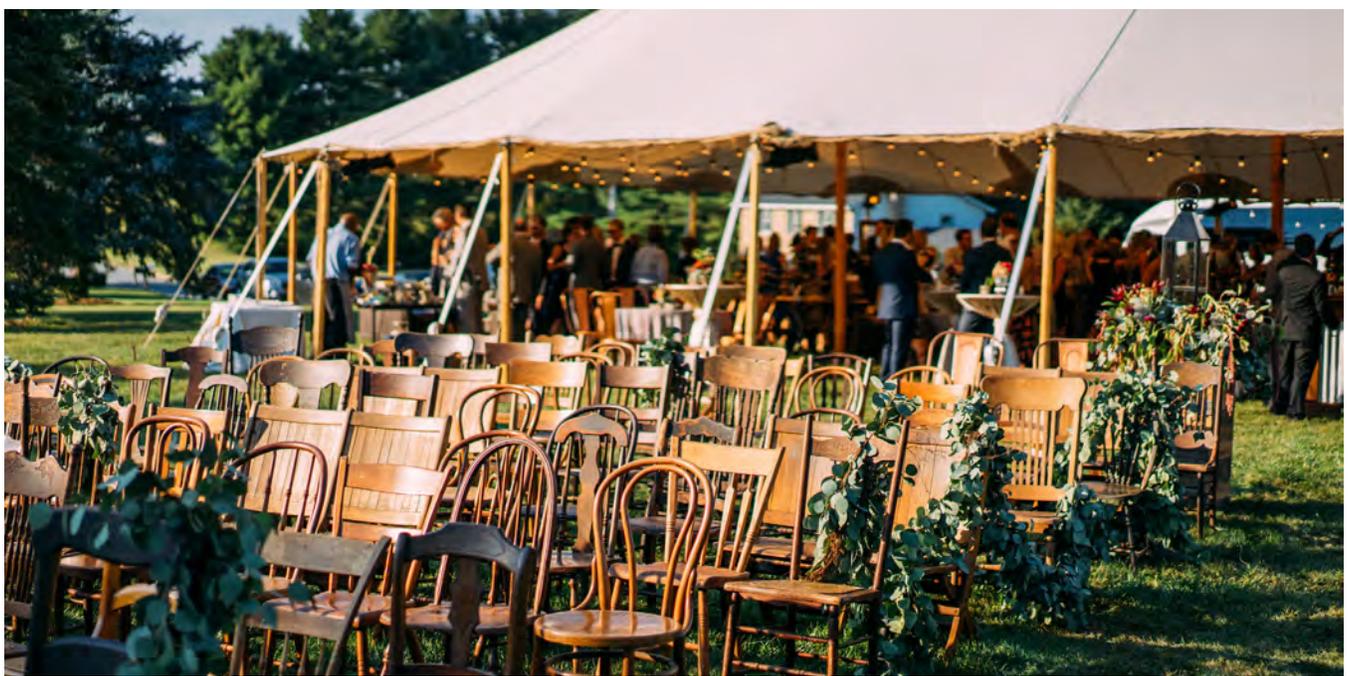
The design style resonated between industrial chic, vintage, and Southern rustic that when put together equaled a very “you-nique” look that was all their own. Think vintage tables with elegant centerpieces. Think a mish-mash of different styled wooden chairs for the ceremony seating. Think lounge groupings and seating tables that brought the interior elements of the home outside to create an outdoor living space. To achieve the look, it took a lot of detail and dressing. You’ll see these details in action as this submission walks you through the space. Let’s take a look.

# DESIGN ELEMENTS

## CEREMONY

The front of the house is where the ceremony took place. To lend a feel of warmth and charm along with a lovely array of texture, the team used a collection of eclectic, mismatched wooden chairs placed in rows, replacing the traditional seating found at weddings. Richly colored floral were beautifully arranged on reclaimed wooden pillars with glass lantern tops marking the beginning of the aisle way. Eucalyptus garland highlighted the aisle from back to front.

Behind the seating, a sailcloth tent housed the hors d'oeuvres and featured seating at round tables with gold-sequined linens and lace toppings surrounded by simple cross back wooden chairs with matched cushions. Majestic centerpieces in tall, oversized, distressed pewter vases featured lush arrangements of brightly colored calla lilies, green apple hydrangea, dripping amaranthus and greenery topped the tables.



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HORS D'OEUVRE STATIONS WERE CONSTRUCTED FROM VINTAGE ROLLING CARTS WITH ANTIQUE STEAMER TRUNKS ACCENTED WITH FLORAL AND HANDWRITTEN MENU BOARDS. WINDOW FRAMES PROVIDED AN EXCELLENT OPPORTUNITY FOR SIGNAGE AND ADDED A PERIMETER FEEL. NO TWO BUFFETS WERE THE SAME.

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# DESIGN ELEMENTS

## COCKTAIL HOUR



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BARs WERE WOODEN WITH RECLAIMED WOOD INSETS AND FINISHED WITH FLORAL AND ELEMENTS FROM THE HOME. THINK BOOKS, LAMPS, CANDLES, OLD HATS, EMPTY BOTTLE HOLDERS, FREE STANDING FRENCH DOORS, WINDOW FRAMES, WIRE BASKETS, AND MORE FILLED THE NOOKS AND CRANNIES WHICH LENT A LIVED-IN FEEL TO THE SPACE.

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TO CONTINUE THE SAME THEME FOR THE RECEPTION, THE CENTRAL WALKWAY (HALLWAY IN A HOUSE) WAS FLANKED WITH TALL WOODEN PILLARS WITH MOROCCAN INSPIRED WIRE LANTERNS AND EUCALYPTUS TREATMENTS. SHEER DARK ORANGE DRAPERY FLOWED BETWEEN EACH "ARCHWAY." THE APPROACH ALLOWED GUESTS TO TRANSITION FROM THE FRONT TO BACK AS THOUGH IT WERE ONE CONTINUOUS SPACE.



INSTEAD OF USING TRADITIONAL ESCORT CARDS, RESIDENTIAL ELEMENTS LIKE MIRRORS AND PICTURE FRAMES WERE USED TO LIST SEATING ASSIGNMENTS SERVING BOTH AS DÉCOR AND FUNCTIONAL ELEMENTS.

# DESIGN ELEMENTS

## RECEPTION



A variety of different shaped wooden farm tables and chairs filled the “dining room.” Some covered with various neutral tone linen or lace and topped with magnificent centerpieces soaring upward while others were left bare and featured low-lying centerpieces in brilliant color with glass lamps in the middle. Still others created a runner centerpiece with floral boxes. Table numbers were blocks of reclaimed wood with metal numbers. Weathered mirror candle holders adorned every table and were the consistent thread in the tablescape design.



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WHAT'S A WEDDING WITHOUT GREAT MUSIC? THAT WASN'T A PROBLEM THIS TIME, AND THE DESIGN TEAM CREATED AN EXTENSION OF THE BACK PATIO AND COVERED THE POOL WITH DECKING AND TOPPED IT WITH RECLAIMED WOOD PANELS ANCHORED ON EACH CORNER BY MASSIVE 14' TALL SQUARE WOODEN PILLARS FOR A STUNNING DANCE FLOOR. BOTH THE STAGE BACKDROP AND DJ SURROUND WERE ALSO CONSTRUCTED OF RECYCLED TIMBER, AND COVERED WITH ACCESSORY TREATMENTS AND FIT THE WEATHERED RESIDENTIAL FEEL OF THE THEME.

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LOUNGE GROUPINGS WERE PLACED ALONG THE DANCE FLOOR SO THAT PEOPLE COULD SIT BACK AND RELAX AND STILL BE INCLUDED AND INVOLVED IN THE FUN OF THE DANCING SCENE.

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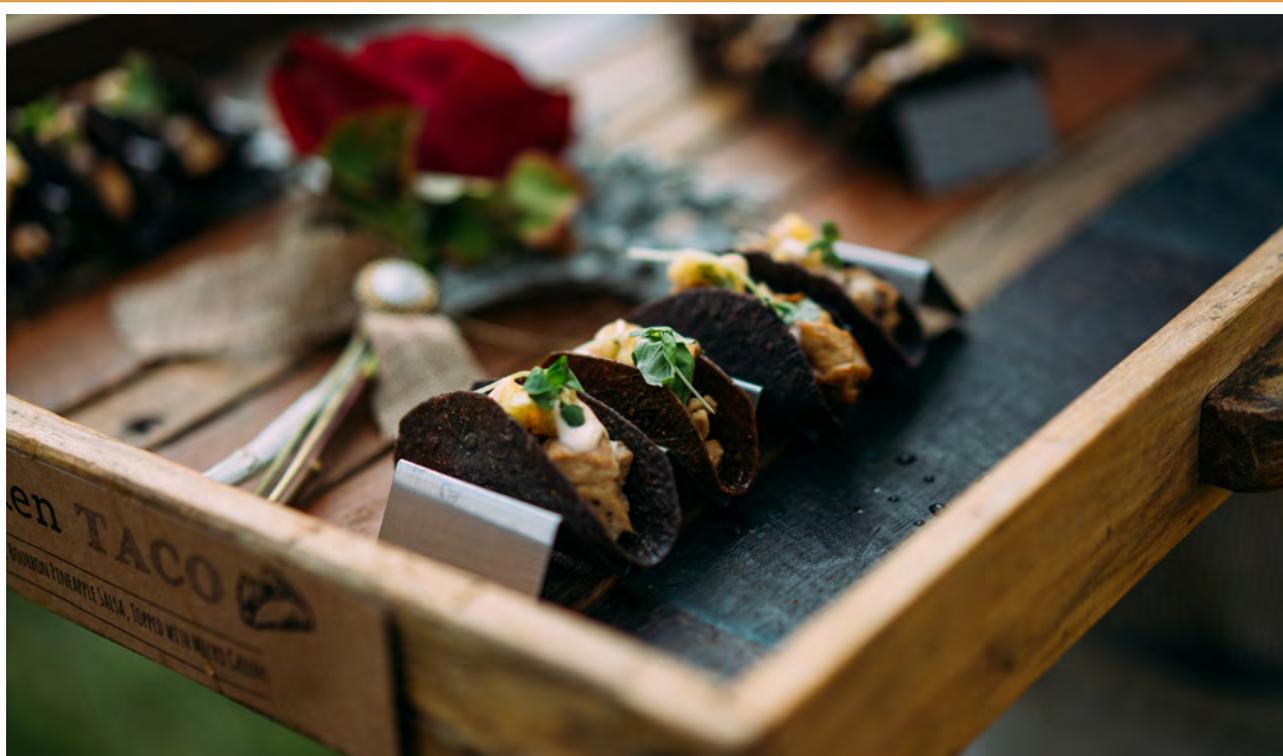
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THE DETAILING THROUGHOUT THE SPACE WAS EXQUISITE BRINGING IN ELEMENTS FOUND THROUGHOUT THE HOME INCLUDING LANTERNS, SUITCASES, TRUNKS, BOOKS, KNICK-KNACKS, CANDLES, AND MORE FLORAL. IT WAS THE PERFECT DESIGN TO BRING THE CLIENTS DREAM FROM VISION TO REALITY.

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# MENU DESIGN



The culinary experience was the last major component in creating an authentic feel to the celebration. Rather than a plated or buffet option, family style service was employed to continue with the big family feel the couple desired. The menu wasn't the traditional wedding menu, but rather filled with Southern-styled comfort foods prepared with a cool twist and served impeccably. Menu items included tray passed Spaghetti and Meatball Bird Nests, Chicken Tacos, Fried Brussels Sprouts and Signature Maryland Crab Cakes (the wedding was in Maryland after all). That was all before dinner was served family style and included a Trio Soup Course, Southern Bread Baskets, Short Ribs, Mashed Lavender Sweet Potatoes, Mac n' Cheese and more.



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INTERACTIVE FOOD STATIONS KEPT GUESTS ENGAGED, WHICH INCLUDED A DEVILED EGG STATION WITH GOURMET TOPPINGS AND A MADE-TO-ORDER GOURMET GUACAMOLE ACTION STATION.

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**DEVILED EGGS**  
*Flavor Suggestions*



**Chesapeake**  
CRABMEAT *and* OLD BAY



**LOADED**  
BACON, CHIVES, *and* CHEDDAR



**Green Eggs & Ham**  
AVOCADO *and* PANCETTA

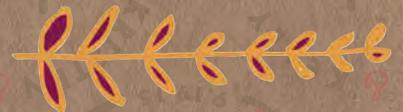
**B.L.T.**  
BACON, LETTUCE *and* TOMATO



*Wedding*



# MENU DESIGN



The Dessert Station was oh so comforting offering handmade delicacies including Cheesecake Bites, Banana Pudding, Nutella Crepe Cakes, Bourbon Pecan Apple Eggrolls, Cobbler and much, much more. The late night menu offered even more with Bison Corn Dogs, Pork Sliders and Pretzel Bites.



# GOALS

The objectives for this lovely wedding were numerous and somewhat challenging. When the client approached the design and catering teams, they were adamant that the event be held at their home. They wanted an over the top celebration that was inspiring, yet comfortable and unpretentious. They didn't want a traditional tent, yet they wanted the space to feel as if they had invited everyone to their home for a fun celebration. The client wanted a design that was slightly industrial chic, yet refined and southern rustic with a lot of texture. Their color palette included neutral tones of tan and gray with pops of dark rich color with hints of blush and accents of distressed metals and reclaimed woods. Here's how the design and catering teams made their dream a reality.



- To create the setting the couple desired, the team designed the decor to recreate the feel of a home without walls into the front and back yards of their property via an innovative environmental design.
- The front and backyard of the property were used to create the residential feeling of the space. The front of the house was used for the ceremony and hors d'oeuvres and the back of the property for dinner and dancing. The split space worked perfectly.
- The team expanded upon the interior style of the family home and brought it outside to create an extension of the home rather than a separate venue.

To create what the client wanted, the design was approached from three angles – space, décor, and culinary. The common theme of the comforts of home tied all three elements together – that filter guided the team in all that they did.

Lastly, the menu was also designed for comfort and served family style to lend the feeling of a big family gathered for a special occasion. Every element underscored the client's wishes, and every goal was achieved through a creative solution that spoke to the couple's vision.

# CHALLENGES

Think about your backyard. Unless you have a formal gardener or have been featured in *Outdoor Living*, your backyard probably isn't show ready. While this one was beautiful, it did need a refresh sans an old fence and some outdated landscaping. It wasn't cheap and it took some convincing - but the client thanked the team later for this update.



The yard was not “roomy” for 200 guests. In order to expand it a bit, the team built a deck over the pool and created a dance floor with a variety of different patterned reclaimed wood panels. The four corners of the dance floor were anchored with massive square pillars topped with intelligent lighting fixtures. The team created the space needed, and the client loved it.

Creating a comfortable look was costly, but it couldn't look that way. A lot of money was spent in order for things to not appear over-produced but naturally weathered. The team brought in comfortable furnishings like deep button tufted brown leather chairs and sofas and added cocktail tables and end tables to create a residential living room feel. Who knew that bringing furnishings across state lines could be complicated, but it was and entailed our drivers having to test and receive a special permit to drive the truck in another state.

# CHALLENGES

Catering was a challenge too as we had to create multiple service areas due to the tight space constraints. With the buffet and family style service it took a large staff to produce and it took a different design mindset from a standard off-premise sized food portion. To say that it made things more complex would be accurate.



Lastly, since the wedding was in another state, it took the team a bit out of their comfort zone in working with some new suppliers (and they turned out great), as well as requiring a reconfiguration for onsite preparation so that the food came out hot and fresh and there were no mishaps. Things commonly prepared in the kitchen in advance were now done on site. The team had to bus in extra staff to execute both the logistics and prep work and run the event. Additionally, juggling 12 other events the same day spread the staff thin. The team poured over pre-pro to ensure that no detail was missed on ANY of the events, let alone this one.

# UNIQUE AND WELL EXECUTED



While the residential family affair was a novel approach, it was the team's attention to detail that gave the wedding the authentic chic industrial vintage flair that made it unique and distinctive. The beauty of a person's home is the way that they stylize it. The design and catering team brought that same feel to an outdoor living space in which the couple could celebrate a milestone event with close friends and family. Even the menu wasn't a typical choice for a Southern wedding. By listening to the client's vision, and understanding what would make them happy - the team was able to layer in the important details and provide the wedding experience of the couple's dreams.

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FROM THE BEGINNING TO THE “THEY LIVED HAPPILY  
EVER AFTER” ENDING, THIS WEDDING DEMONSTRATED  
EVERY STANDARD OF A SIGNATURE EVENT.

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# VENDOR LIST



**CATERING, EVENT DESIGN AND PRODUCTION,  
AND ALL FLORAL DESIGN PRODUCED BY THE  
COMPANY SUBMITTING THIS AWARD**

## **Planned Perfection**

Jonnaysa Kirkham, Wedding Planner  
717-333-2799  
Steph Zemba  
717-514-5594  
jonnaysa@plannedperfectionpa.com

## **Sperry Tents**

Tammy & George  
Tammy 561-951-2204  
Ande Grennan - ande@sperrytentsdc.com

## **TDH Landscaping**

Karen Gahns  
410-299-1675  
Karen Gahs - TDH Landscaping, LLC.  
kgahs@tdhnl.com

## **Magpie Vintage Rentals**

215-644-9152  
Maggie: 570-760-3510  
Jason: 570-294-6268  
Maggie Farrell -maggie@magpievintagerentals.com

## **Leslie Pool**

Erin, 410-667-0163  
info@lesliespool.com

## **Blue Ribbon Restroom Trailers**

Vince, 301-370-6091  
vince@blueribbonrestrooms.com

## **Leslie Gilbert Photography**

Leslie Gilbert, Photographer  
717-333-5233  
Leslie Gilbert - leslie@lesliegilbertphotography.com

## **Seth Nensteil Photography**

Seth Nensteil, Photographer  
717-781-9802  
sethnensteil@gmail.com

## **Lavon Films**

Derek Dienner, Videographer  
717-490-1398  
Derek Dienner - derek@lavonfilms.com

## **The Wood Brothers**

Entertainment, Band  
Daniel, Production Manager  
717-951-3977  
Daniel Ramirez - dramirezpa@gmail.com

## **Mixed Up Productions**

Seth Gantz, DJ  
717-989-3534  
Seth Gantz - seth@mixedupproductions.com

## **Shelbi Harmes**

Hair and Make Up Stylist  
Shelbi - 717-598-2288  
shelbi1021@gmail.com Harmes

## **Millstone Cellars**

Welcome Cider  
Sarah Sherrer, (443)823-1935  
info@millstonecellars.com

## **Shumaker PDT**

Event Lighting and Decor  
Rod Shumaker - 717-278-0808  
Brian McKee - 1-402-730-2765  
rod@shumakerpdt.com

## **Second Hand Suits**

Ceremony and Cocktail Hour Music  
Jordan Rast, 717-824-2859  
Jordan Rast - jordan.rast@gmail.com



# VENDOR LIST



## **Special Occasions & Queen Street Linens**

Specialty Linen Design

Claudia Himes

717-299-4642

info@specialo.com

## **Premiere 1 Limousine**

Guest Shuttle transportation

717-616-8995

jonathans@premiere1limousine.com

## **Persnickety Invitation Inc.**

Melissa Weiler, 717-318-9658

Printing of all paper products

Design of Day of Products

persnickety invitation studio

invitations@persnicketyinc.com

## **The Hunt Valley Inn**

245 Shawan Rd, Hunt Valley, MD 21031

410-785-7000

info@huntvalleyinn.com



# MENU



## **BUTLERED HORS D'OEUVRES**

### **Spaghetti & Meatball Bird Nest**

Traditional Italian Meatball

Enhanced Basil Pesto & Topped with Tomato confit

### **Miniature Smokey Chicken Taco**

Cherry Wood Smoked Chicken Thigh, Chipotle Ranch Sour Cream,

Bourbon Pineapple Salsa, Topped with Micro Greens

### **Fried Brussels Sprout**

Topped with Maple Aioli

Presented in Porcelain Spoons

### **Miniature Maryland Crab Cake**

Topped with Lemon Chive Aioli

## **CHEESE & CHARCUTERIE STATIONS**

### **Artisan Cheese & Charcuterie Display**

Assorted Local Crafted Cheeses & Charcuterie

Accompanied by Heirloom Tomato Marmalade, Vanilla Bourbon Bacon Jam,

Fig Jam, Roasted Garlic & Onion Jam,

Pomegranate Balsamic Glaze, Rosemary Olive Oil, Chili Oil,

Cherry Lemon Relish, Tomato Ginger Relish, Sweet Corn Relish & Fresh Honeycomb,

Toasted Focaccia Slices, Assorted Sliced Artisan Bread, Crostini's & Assorted Crackers

## **FARM FRESH EGG STATION**

### **Deviled Egg Action Station**

Culinary to Create your One of a Kind Deviled Egg to Order!

Suggestions and Toppings to Include:

Chesapeake - Crabmeat and Old Bay

Loaded - Bacon, Chives, and Cheddar

Buffalo - Bleu Cheese, Celery, and Hot Sauce

Green Eggs and Ham - Avocado and Pancetta

BLT - Bacon, Lettuce, Tomato



# MENU



## **HOMEMADE GUACAMOLE STATION**

### **Guacamole Action Station**

WBJDK Culinary Team will be Present at the Station

Creating Fresh Guacamole

Enhanced with Cucumber, Diced Tomatoes, Red Onions,

Sweet Lime Juice & Torn Cilantro

Corn Tortilla Chips

## **SERVED DINNER**

### **Trio Soup Course**

Trio of Soups Presented on a Wood Plank

Tri-Colored Tomato Soup Topped with Southern Grilled Cheese Crouton

Butternut Squash Bisque Soup with a Pumpkin Spiced Churro

Maryland Cream of Corn & Crab Soup with Old Bay Seasoned Popcorn

## **FAMILY STYLE SERVED DINNER**

The Family style served dinner will be

Presented on Platters & in Bowls at each seating table

### **Southern Bread Baskets**

Fresh Corn Muffins, Homemade Biscuits

& Artisan Bread

With Apple Butter, Whipped Cinnamon Butter & Homemade Whipped Butter

### **Braised Beef Short Ribs**

With Lemon Horseradish Gremolata and Demi Glaze

### **Honey Pepper Fried Chicken**

Breaded Boneless Chicken Drizzled with Local Honey & Red Pepper Flakes

### **Mashed Sweet Potatoes**

With a French Lavender Seasoning

### **Creamy Baked Macaroni & Cheese**

### **Farm Fresh Vegetable Display**

To include: Brussel Sprouts, Green Beans, Carrots, Zucchini & Squash





# MENU



## **Gourmet Coffee and Hot Tea Service**

Gourmet Coffee & Hot Tea

Presented with Cinnamon, Sugar, Sweet & Low,  
Gourmet Tea Bags, Lemons for Hot Tea and Half & Half

## **DESSERT STATION**

### **Mint Chocolate Chip Cheesecake Bite**

Topped with Milk Chocolate Shavings &  
Presented on a Chocolate Edible Spoon

### **Southern Banana Pudding**

A Rich Creamy Pudding Topped with Slices of  
Fresh Banana, Whipped Cream and Micro Mint  
Presented in a Golden Wafer Cup

### **Crepe Cake**

Layers and Layers of Thinly prepared Crepes and Ancho Chocolate Ganache  
Dusted with Confectioner's Sugar to give that Black Tie Look

### **Warm Sweet Potato Donut**

A Southern Charm of Sweet Potato Donut Holes  
Drizzled with Warm Spicy Caramel Sauce

### **Under the Moon Fig Pies**

A Twist of an Empanada  
Flaky Pastry Crust Filled with Stewed Figs  
Garnished with Confectioner's Sugar

### **Bourbon Pecan Apple Egg Roll**

Blend of Roasted Bourbon Pecans and Fresh Sliced Apples  
Rolled Together in an Egg Roll Wrapper and Fried Golden Brown

### **Engagement Ring Box**

Pate Choux Baked until Puffy  
And Filled with Almond Espresso Custard

### **Skillet Cobblers**

Assortment of Baked Peach, Cherry and Mixed Berry Cobblers  
Topped with Homemade Chantilly Cream





# MENU



## **Smokey Pumpkin Urban Churn Ice Cream**

Presented with Miniature Rum Glazed Donuts

Tray Passed during Dessert hour

## **Gourmet Brownie Trio**

A Combination of S'mores, Turtle and Mint Chocolate Chip Brownies

Groom has requested some have no nuts

## **LATE NIGHT SNACKS**

### **Bison Corn Dogs**

Dipped in Beer Batter and Fried

Presented with Ale Mustard

### **Carolina Pulled Pork Slider**

Tangy Pulled Pork and Pineapple Slaw on a Brioche Roll

### **Homemade Pretzel Bites**

With Cheese Dip



# RECIPES



## "GREEN EGGS AND HAM" DEVILED EGGS

12 large eggs  
½ cup mayo  
2 Tbsp Lemon Juice  
1 tsp lemon zest  
1 Tbsp Dijon Mustard  
¼ tsp kosher salt  
¼ tsp fresh ground black pepper  
1 Avocado, diced  
4 ounces thinly sliced pancetta  
1 bunch of cilantro

1. Fill a medium sauce pot with water and add eggs. Turn to high heat and bring to a boil. Once at a rolling boil let the eggs cook for 5 minutes. Turn off heat and let eggs stay in water for additional 5 minutes.
2. Preheat oven to 400 degrees.
3. Lay out thin slices of pancetta on a sheet tray and bake in the oven until crispy, about 10 to 12 minutes.
4. Remove the pancetta from oven and let cool.
5. When the eggs are cool, remove the shells and place in cold water.
6. Slice each egg at the top end (This is the skinny end), and remove the yolks from the eggs and place them in a mixing bowl. Set your egg whites to the side.
7. To the mixing bowl, add the mayonnaise, mustard, lemon zest, lemon juice, salt, pepper and avocado. Mash all together and then whisk until blended and smooth.
8. Place your egg mixture into a piping bag and fill each egg.
9. Break your pancetta up into smaller pieces.
10. Garnish each egg with a couple pieces of crispy pancetta and a piece of cilantro.



# RECIPES



## SPAGHETTI BIRD NESTS

16 ounces of thin spaghetti  
2 cups fresh chopped Italian flat leaf parsley  
1 cup grated parmesan cheese, separated  
2 Tbsp olive oil  
3 tablespoons heavy cream  
3 tsp kosher salt  
2 large eggs

1. In a large sauce pot, fill half way with water and add 2 teaspoons of kosher salt. Bring to a boil.
2. Add pasta and cook, stirring occasionally, for about 8 minutes or until slightly tender.
3. Drain the pasta and place in a large mixing bowl. Add 1/3 cup of parmesan cheese, parsley, 2 tbsp of olive oil and 1 tsp of salt. Mix together well and set aside to let cool down.
4. In a separate mixing bowl, combine the eggs, heavy cream, 2/3 cup parmesan cheese and 1 tsp of salt and whisk together.
5. Add the egg mixture to the pasta and toss together until well combined.
6. Preheat oven to 350 degrees.
7. Spray a mini muffin pan with non stick spray until the insides are completely coated.
8. With a fork, twirl spaghetti mixture and place inside each little muffin area not letting the spaghetti to stick out or overflow.
9. Make a small indentation in the center of each nest. Place in the oven and bake for 12 to 15 minutes or until the spaghetti starts to crust on the top.
10. Remove from oven and let cool before removing the nests carefully from the pan.



# RECIPES



## ITALIAN BASIL MEATBALLS

For the meatballs:

1 cup of seasoned sourdough bread crumbs

½ cup diced yellow onion

1 lb of 80/20 ground beef

1 egg

¼ cup fresh chopped Italian flat leaf parsley

1 tbsp minced garlic

¼ cup grated parmesan cheese

1 tsp kosher salt

½ tsp fresh ground black pepper

For the pesto:

2 cups of fresh basil leaves

2 cloves of garlic

2/3 cup olive oil

¼ cup toasted pine nuts

¼ cup grated parmesan cheese

1 tsp kosher salt

½ tsp fresh ground black pepper

1. In a food processor, add basil, garlic, 1/3 cup olive oil, pine nuts, parmesan, salt and pepper. Pulse the mixture and slowly add in the remaining 1/3 cup of olive oil as you pulse. Set your pesto aside.
2. In a large mixing bowl, combine ground beef, onion, egg, parsley, garlic, parmesan, salt and pepper. After beef is completely mixed, add in the bread crumbs and combine with beef mixture.
3. Roll out your meatballs to ¾ of an ounce per meatball.
4. In a large skillet, heat 3 tbsp of olive oil over medium high heat. Add the meatballs and brown on all sides but not cooked all the way through. Let meatballs cool and transfer to a mixing bowl.
5. Add your pesto to your browned meatballs and toss until the meatballs are coated in pesto.
6. Preheat your oven to 350 degrees.
7. Cook your pesto meatballs in the oven for 10 to 15 minutes or until they are cooked all the way through.
8. Serve atop of a miniature spaghetti nest and garnish with an oven roasted cherry tomato quarter.



# RECIPES



## CRAB AND CORN CHOWDER

1 yellow onion, chopped  
½ cup unsalted butter  
½ cup all purpose flour  
4 cups of whole milk  
16 ounces of lump crabmeat  
2 medium Yukon gold potatoes, diced small  
1 small jalapeno pepper, seeds removed and chopped  
1 celery rib, chopped  
1 cup whole kernel sweet corn  
1 bay leaf  
1 tbsp fresh chopped parsley  
1 tsp kosher salt  
½ tsp fresh ground black pepper  
1 cup buttered popcorn  
1 tbsp old bay

1. In a large sauce pot over medium high heat, melt ½ cup butter and add yellow onion. Cook for 3 to 4 minutes until onion is soft.
2. Add flour and stir until thickened.
3. Slowly pour in milk as you continually stir. Milk will slowly thicken.
4. Add corn, potatoes, jalapeno, celery, bay leaf, parsley, salt and pepper. Cover and simmer for 30 minutes.
5. Remove soup from heat and remove bay leaf.
6. Add your 16 ounces of crab meat while soup is still hot and gently stir and combine.
7. Toss the buttered popcorn with old bay and use as a garnish for on top of your soup.



# RECIPES



## MASHED SWEET POTATOES WITH LAVENDER

2 large sweet potatoes, peeled and diced  
¼ cup unsalted butter  
½ tsp kosher salt  
1 tbsp lemon juice  
1 tbsp ground culinary lavender  
1 tbsp light brown sugar  
¼ cup heavy cream

1. In a large saucepot of salted water, boil sweet potatoes for about 20 minutes or until tender.
2. Drain sweet potatoes and put into a mixing bowl. Add butter, salt, lemon juice, lavender, brown sugar and heavy cream.
3. Mash potatoes until smooth and creamy.



# RECIPES



## SOUTHERN BONELESS HONEY PEPPER FRIED CHICKEN

For the chicken:

- ¼ cup of salt
- 2 tbsp sugar
- 4 cups buttermilk
- 12 pieces of 4oz chicken breast
- 2 cups all purpose flour
- 1 tbsp smoked paprika
- 1 tbsp salt
- 1 tbsp garlic powder
- 1/2 tbsp onion powder
- ½ tsp dried mustard
- ½ tsp dried oregano
- ¼ tsp cayenne pepper
- Canola oil for frying

For the sauce:

- ½ cup of local honey
- ½ cup light brown agave nectar
- 1 tbsp Siracha chili sauce
- 1 tbsp crushed red pepper flakes
- Juice of ½ a lime

1. Combine ¼ cup salt, sugar and buttermilk to a large plastic tub and mix until the sugar and salt are dissolved. Add the chicken and completely immerse, cover and refrigerate overnight.
2. In a mixing bowl, combine the flour, paprika, salt, garlic powder, onion powder, dried mustard, dried oregano and cayenne pepper until well blended.
3. Heat oil in fryer or cast iron skillet to 375 degrees.
4. Remove the chicken from the buttermilk and add to your flour mixture and completely coat the chicken. Make sure you coat all your chicken breast pieces before you start to fry.
5. In small batches, drop you chicken in the fryer or skillet. Cook until golden brown and the chicken is cooked through, about 6 to 8 minutes.

Let rest on paper towels before serving to soak up remaining oil still on the breading.

6. In a mixing bowl combine agave nectar, lime juice and chili sauce.
7. Add in honey and red pepper flakes and whisk until mixture is well combined.
8. Lightly drizzle over fried chicken and serve.



# RECIPES



## CHOCOLATE CREPE CAKE

For the crepes:

- 6 Tbsp of unsalted butter
- 3 cups whole milk
- 6 eggs
- 1 ½ cups all purpose flour
- ¼ cup sugar
- ½ tsp salt

For the filling:

- 10 ounces finely chopped dark chocolate
- 2 cups heavy cream

In addition:

- 1 cup confectioners sugar
- Non stick cooking spray

1. In a mixer, combine eggs, flour, sugar, salt and butter. Reduce the mixer to low speed and slightly add milk until completely incorporated. Cover and chill for 30 minutes.
2. In a medium saucepan over medium heat, bring the heavy cream to a simmer.
3. In a separate bowl, put in the dark chocolate. Slowly pour heated cream over chocolate and slowly begin to slowly whisk until chocolate is smooth. Cover and chill.
4. Spray a small skillet with non stick cooking spray. Over medium heat, add 1/3 cup of crepe batter and swirl to evenly coat the bottom of the skillet. Cook for 3 minutes or until you see your edges start to slightly brown. Flip crepe and cook on other side for 1 minute. Make 10 crepes.
5. Lay a single crepe down and spread a thin coating of chocolate on top. Layer another crepe and then another thin coat of chocolate. Repeat this process until you place the last crepe on top. Sift confectioners' sugar over cake and then cut and serve.



# RECIPES



## MINIATURE SKILLET APPLE COBBLER

4 granny smith apples , peeled and cored  
2 Fuji apples, peeled and cored  
1 tbsp lemon juice  
1 tsp lemon zest  
1 tsp vanilla extract  
1/3 cup light brown sugar  
2 tbsp all purpose flour  
¼ tsp cinnamon  
For the topping:  
½ cup softened butter  
2 cups self rising flour  
2 cups granulated sugar  
1 tsp ground ginger  
½ tsp salt  
4 eggs beaten

1. Preheat your oven to 350 degrees.
2. Dice both type of apples into ½ inch pieces. In a bowl combine apples, lemon juice, lemon zest, vanilla extract. In a separate bowl combine brown sugar, flour and cinnamon then add to your apple mixture.
3. In a third bowl for your topping, combine all the topping ingredients and stir with a wooden spoon until a batter forms.
4. Grease your miniature skillets with butter.
5. In each skillet spoon your apple mixture until ¾ the way full. Then spoon some batter mixture until the top of your apples are covered.
6. Bake for 35 to 45 minutes until your batter becomes a hard golden brown crust. Skillets will be very hot so be careful when serving.

# EVENT CONTRACT

██████████ is Proud to Present Proposal # 4 (Final)  
Ms. Kristen Rahn and Mr. Kelly Hollinger  
For your Wedding Reception  
Located at Private Residence in Parkton, MD  
On Saturday, September 19, 2015

██████████ Wedding Producer  
██████████

██████████ Event Specialist  
██████████

██████████ is a member of the Harrisburg Regional Chamber, Lancaster Chamber, West Shore Chamber of Commerce, Pa Chamber of Business and Industry, and the International Caterers Association.  
██████████ carries full general liability, liquor liability, and worker's compensation insurance.  
Client references are available upon request

**SERVING CENTRAL PENNSYLVANIA SINCE 1987**

# EVENT CONTRACT

**Event Specifics** ~ The following outline provides the specific details of your event. Please let your event specialist know if there are errors and changes to the information.

EVENT DETAILS AND CLIENT CONTACT INFORMATION			
Date of Event:	Saturday, September 19, 2015		
Time:	4:00-12:00 am		
Ceremony Location:	Rahn & Hollinger Residence		
Bride Name:	Kristen Rahn		
Cell :	217.260.3810	Email:	<a href="mailto:kristen.rahn@gmail.com">kristen.rahn@gmail.com</a>
Groom Name:	Kelly Hollinger		
Cell :	717.364.7876	Email:	<a href="mailto:khollinger@hollingergroup.com">khollinger@hollingergroup.com</a>
Location:	Rahn & Hollinger Residence		
Location Address:	6 Quail Hill Court, Parkton, MD 21120		

BILLING INFORMATION - Invoice # E24684	
Billing Contact Name	Kelly Hollinger & Kristen Rahn
Billing Address:	6 Quail Hill Court
Billing City, State, Zip	Parkton, MD 21120
Billing Phone:	717.364.7876 (Kelly) 217.260.3810 (Kristen)
Billing Email:	<a href="mailto:khollinger@hollingergroup.com">khollinger@hollingergroup.com</a> & <a href="mailto:kristen.rahn@gmail.com">kristen.rahn@gmail.com</a>

# EVENT CONTRACT

EVENT TIMELINE AND LOGISTICS			
Date	Time	Action	Location
9.19.15	10:00 am	Bride & Bridesmaids Arrival	Parkton Residence
9.19.15	11:30 am	Groom & Groomsmen Arrival	Parkton Residence
9.19.15		████████ Catering Team Arrival	Parkton Residence
9.19.15	2:00 pm	First Look	Parkton Residence
9.19.15	2:30-3:30 pm	Wedding Party & Family Photos	Parkton Residence
9.19.15	4:00 pm	Guest Arrival	Parkton Residence
9.19.15	4:00-4:45	Pre-Ceremony Reception	Parkton Residence
9.19.15	4:25 pm	First Call to Ceremony	Parkton Residence
9.19.15	4:45 pm	Ceremony Start	Parkton Residence
9.19.15	5:00 pm	Ceremony End	Parkton Residence
9.19.15	5:00-6:00 pm	Cocktails and Hors D'oeuvres	Parkton Residence
9.19.15	5:45 pm	First Call to Dinner	Parkton Residence
9.19.15	6:00-7:40 pm	The Wood Brothers	Parkton Residence
9.19.15	6:15 pm	Guests Seated	Parkton Residence
9.19.15	6:20 pm	Welcome by FOG, Brad Hollinger	Parkton Residence
9.19.15	6:25 pm	Welcome by FOB, Chris Rahn	Parkton Residence
9.19.15	6:30 pm	Toasts by Katie & Sarah Rahn	Parkton Residence
9.19.15	6:45 pm	Salad served	Parkton Residence
9.19.15	7:00 pm	Dinner Served	Parkton Residence
9.19.15	7:45 pm	Introduce Bride & Groom * First Dance	Parkton Residence
9.19.15	7:50 pm	Parent Dances * Father/Daughter * Mother/Son * Stepmother/Son	Parkton Residence
9.19.15	8:15 pm	Dessert & Coffee Served	Parkton Residence
9.19.15	9:30-12:00 am	Dance & Celebrate	Parkton Residence
9.20.15	12:00 am	Event Conclusion	Parkton Residence
9.20.15		████████ Catering Team Departure	Parkton Residence
9.20.15		████████ Rental Crew Arrival	Parkton Residence

# EVENT CONTRACT

## Wedding Theme and Color Scheme

**Wedding Theme & Atmosphere** – Southern Rustic, Not Overproduced

**Wedding Colors** – Neutral Colors (Tan & Gray) with a Pop of Dark Colors & A Touch of Blush

## Ceremony Area Set Up Arrangements

### **Gift Display Cabinet**

(1) Benjamin Cabinet – provided by [REDACTED]

**Card Box**- Provided by [REDACTED]

**Type:** Suitcase

**Guests Book** – Provided by Client

**Type:** Snowboard

**Welcome Beverage:**

**Millstone Cellars**

Hopvine (3 cases), Gingerroot (1 case), Rhuberry (1 case) & Farmgate (1 case)  
200 stemless wine glasses – provided by Millstone Cellars

*Provided by Client, Millstone Cellars to deliver wine & glasses to residence*

### **Ceremony Chairs**

(200) Brown Vintage Mismatched Chairs & (14) Grace Two Seater Benches

Chairs - provided by [REDACTED]

Set up and broken down by [REDACTED]

## Cocktail Hour Set up Arrangements

### **Hors D'oeuvres Catering Prep Tent**

(1) 32' Round Sperry Chef Tent with Solid Side Curtains & Minimal lighting -arranged by [REDACTED]

(10) 8' Rectangular Tables - provided by [REDACTED]

Located in Hors D'oeuvres Catering Prep Tent

### **Hors D'oeuvres Reception Tent**

(1) 46'x105' Oval Sperry Tent with Clear Side Curtains, Perimeter string lighting, (8) Copper Onion Lanterns – arranged by [REDACTED]

Located in Front Lawn

### **(4) Hors D'oeuvres Tent Lounges**

Each to consist of the following:

(1) Fielding Sofa, (2) Fielding Chairs, (1) Barbary Coast Coffee Table  
Stylized with the following (2) Armida Candlesticks & (1) Metal Sphere  
Located throughout Cocktail Area

# EVENT CONTRACT

## Cocktail Hour Set up Arrangements (continued)

### **(4) Hors D'oeuvres Bars/Beverages**

- (3) Wood Front Bar Wraps with (1) 6' Table Front Bar,
- (1) Galvanized & Wood Bar Wraps with (1) 8' Table Front Bar and
- (4) 6' Tables for Back Bars – provided by [REDACTED]

Ivory Cotton Linens, Cashion Stripe Linens & Appointments - provided by [REDACTED]  
Located within Cocktail Tent

### **(2) Cheese & Meat Stations**

Each to consist of (1) Recycled Wooden and Iron Rolling Cart  
And an assortment of Vintage Trunks & Suitcases to create the station  
– provided by [REDACTED]

Coordinating Appointments - provided by [REDACTED]  
Located within Cocktail Tent

### **(2) Farm Fresh Egg Stations**

Each to consist of (1) 7' Black Whitman Wood Block Table - provided by [REDACTED]  
Coordinating Appointments - provided by [REDACTED]  
Located within Cocktail Tent

### **(2) Homemade Guacamole Stations**

Each to consist of (1) 7' Black Whitman Wood Block Table – provided by [REDACTED]  
Coordinating Appointments - provided by [REDACTED]  
Located within Cocktail Tent

### **Hors D'oeuvres Seating Tables**

- (6) 48" Round Table – provided by [REDACTED]
  - (6) 120" Round Design Grey Linens - provided by [REDACTED]
  - (36) Copper Lincoln Chairs – provided by [REDACTED]
- Located within Cocktail Tent

### **Cocktail High Tables**

- (18) 30" Round Cocktail High Table – provided by [REDACTED]
  - (6) 130" Round Glamour Linens with (6) Glamour Table Ties - provided by [REDACTED]
  - (12) 130" Round Champagne Satin with Champagne Satin Table Ties  
– provided by [REDACTED]
- Located within Cocktail Tent

### **Seating Assignment Mirror Display**

*\* Prices for the Seating Assignment Mirror Display presented in design proposal \**

# EVENT CONTRACT

## Dinner/Reception Area Set Up Arrangements

### Dinner Catering Prep Tent

- (1) 32'x 50' Oval Sperry Chef Tent with Solid Side Curtains & Minimal lighting - arranged by [REDACTED]
- (20) 8' Rectangular Tables - provided by [REDACTED]  
Located in Dinner Catering Prep Tent

### Celebration Tent

- (1) 46'x105' Oval Sperry Tent with Clear Side Curtains, Perimeter string lighting, (4) Cordif Chandelier with Rope & (4) Black Wrought Iron Chandeliers – arranged by [REDACTED]
- 46'x105' Subfloor – arranged by [REDACTED]
- 46'x105' Rustic Pine Plank Floor – arranged by [REDACTED]
- Nautical Rope Railing – arranged by [REDACTED]  
Located in Back Lawn

*\* Prices for the (4) Cordif Chandelier with Rope included in in design proposal \**

### Dancefloor Tent & Structure

- (1) 46'x65' Oval Sperry Tent – arranged by [REDACTED]
- 46'x65' Subfloor – arranged by [REDACTED]
- 46'x65' Rustic Pine Plank Floor – arranged by [REDACTED]
- Nautical Rope Railing – arranged by [REDACTED]  
Located over Pool

### Transition Tent Walkway

- (1) Sperry Sailcloth Connector – arranged by [REDACTED]
- 8'x30' Subfloor – arranged by [REDACTED]
- 8'x30' Rustic Pine Plank Floor – arranged by [REDACTED]  
Located between Pool & Back Lawn Tent

### DJ Table

- (1) 6' Table – provided by [REDACTED]
- (1) Rustic Wooden Table Wrap – provided by [REDACTED]
- (1) Ivory Cotton Linen – provided by [REDACTED]

### (2) Dinner Bars/Beverages

- (2) Galvanized Bar Wraps with (2) 8' Table Front Bar and (2) 6' Tables with (1) Asher Cabinet for Back Bars – provided by [REDACTED]
- Ivory Cotton Linens, Cashion Linens & Appointments - provided by [REDACTED]  
Located within Dinner Back Lawn

# EVENT CONTRACT

## Dinner/Reception Area Set Up Arrangements (continued)

### **Dinner Bar Lounges**

(4) Fielding Sofas, (8) Fielding Chairs, (2) Barbary Coast Coffee Tables,  
(8) Eden Stools & (4) Timber End Tables  
Stylized with the following (4) Armida Candlesticks & (2) Metal Sphere  
Located outside by Dinner Bars

### **Dessert Display**

(1) Jax Industrial Shelf, (2) Fairmount Cocktail Table, (1) Hugh Side Table,  
(2) Whitman Table – provided by [REDACTED]  
Cake Knife and Server- Provided by Client

## Seating Arrangements

### **(25) Guests Seating Tables**

#### *(8) Guests at Each Table*

- (10) 72" Round Tables with 130" Round Sand Dune Linen - provided by [REDACTED]
- (5) 72" Round Tables with 130" Round Champagne Satin Underlay and  
a Belgian Lace Overlay – provided by [REDACTED]
- (8) 60" Square Wood Tables – provided by [REDACTED]
- (2) Chesterfield Rectangle Wood Tables – provided by [REDACTED]
- (200) Drift Oak Farm Chairs – provided by [REDACTED]
- (200) Driftwood Napkins – provided by [REDACTED]

[REDACTED] to provide and preset all appropriate flatware for your menu,  
water carafe and goblets, salt and pepper and a cloth napkin

[REDACTED] will need to know if client plans to provide the following items:

Bride and Groom Toasting Flutes – provided by Client

Favors - TBD

Centerpieces – [REDACTED]

[REDACTED] will need to know if client needs [REDACTED] to supply the following items:

Table Numbers - provided by [REDACTED] (rental price in design proposal)

Seating Menus – No Menus at seating tables

Champagne Flutes - provided by [REDACTED]

Wine Glasses - provided by [REDACTED]

# EVENT CONTRACT

## Menu Arrangements

### **Special Dietary Restrictions:**

1 NO beef or shellfish, 2 Oregano allergy, 1 Pescatarian, 2 gluten free, 1 vegetarian,  
3 vegans, 1 shrimp allergy, 1 shellfish allergy & 1 gluten free, lactose intolerant, Pescatarian

### **Butlered Hors D'oeuvres**

#### **Spaghetti & Meatball Bird Nest**

Traditional Italian Meatball  
Enhanced Basil Pesto & Topped with Tomato confit

#### **Mini Smokey Chicken Taco**

Cherry Wood Smoked Chicken Thigh, Chipotle Ranch Sour Cream,  
Bourbon Pineapple Salsa, Topped with Micro Greens

#### **Fried Brussels Sprout**

Topped with Maple Aioli  
Presented in Porcelain Spoons

#### **Miniature Maryland Crab Cake**

Topped with Lemon Chive Aioli

# EVENT CONTRACT

## Cheese & Charcuterie Stations

### **Artisan Cheese & Charcuterie Display**

*Assorted Local Crafted Cheeses & Charcuterie*

Accompanied by Heirloom Tomato Marmalade, Vanilla Bourbon Bacon Jam, Fig Jam, Roasted Garlic & Onion Jam, Pomegranate Balsamic Glaze, Rosemary Olive Oil, Chili Oil, Cherry Lemon Relish, Tomato Ginger Relish, Sweet Corn Relish & Fresh Honeycomb, Toasted Focaccia Slices, Assorted Sliced Artisan Bread, Crostini's & Assorted Crackers

## Farm Fresh Egg Station

### **Deviled Egg Action Station**

*Culinary to Create your One of a Kind Deviled Egg to Order!*

**Suggestions and Toppings to Include:**

**Chesapeake** – Crabmeat and Old Bay

**Loaded** – Bacon, Chives, and Cheddar

**Buffalo** – Bleu Cheese, Celery, and Hot Sauce

**Green Eggs and Ham** – Avocado and Pancetta

**BLT** – Bacon, Lettuce, Tomato

## Homemade Guacamole Station

### **Guacamole Action Station**

Culinary Team will be Present at the Station

Creating Fresh Guacamole

Enhanced with Cucumber, Diced Tomatoes, Red Onions,

Sweet Lime Juice & Torn Cilantro

Corn Tortilla Chips

# EVENT CONTRACT

## Served Dinner

### Trio Soup Course

#### **Trio of Soups Presented on a Wood Plank**

Tri-Colored Tomato Soup Topped with Southern Grilled Cheese Crouton  
Butternut Squash Bisque Soup with a Pumpkin Spiced Churro  
Maryland Cream of Corn & Crab Soup with Old Bay Seasoned Popcorn

### Family Style Served Dinner

*The Family style served dinner will be  
Presented on Platters & in Bowls at each seating table*

#### **Southern Bread Baskets**

Fresh Corn Muffins, Homemade Biscuits  
& Artisan Bread  
With Apple Butter, Whipped Cinnamon Butter & Homemade Whipped Butter

#### **Braised Beef Short Ribs**

With Lemon Horseradish Gremolata and Demi Glaze

#### **Honey Pepper Fried Chicken**

Breaded Boneless Chicken Drizzled with Local Honey & Red Pepper Flakes

#### **Mashed Sweet Potatoes**

With a French Lavender Seasoning

#### **Creamy Baked Macaroni & Cheese**

#### **Farm Fresh Vegetable Display**

To include: Brussel Sprouts, Green Beans, Carrots, Zucchini & Squash

### Vegetarian Option

#### **Roasted Eggplant Roll**

Prepared with Fresh Spinach, Pistachio Pesto and Italian Bruschetta  
Atop of a Bed of Quinoa

# EVENT CONTRACT

## Gourmet Coffee and Hot Tea Service

█'s Gourmet Coffee & Hot Tea  
Presented with Cinnamon, Sugar, Sweet & Low,  
Gourmet Tea Bags, Lemons for Hot Tea and Half & Half

## Dessert Station

**Mint Chocolate Chip Cheesecake Bite**  
Topped with Milk Chocolate Shavings &  
Presented on a Chocolate Edible Spoon

**Southern Banana Pudding**  
A Rich Creamy Pudding Topped with Slices of  
Fresh Banana, Whipped Cream and Micro Mint  
Presented in a Golden Wafer Cup

**Crepe Cake**  
Layers and Layers of Thinly prepared Crepes and Ancho Chocolate Ganache  
Dusted with Confectioner's Sugar to give that Black Tie Look

**Warm Sweet Potato Donut**  
A Southern Charm of Sweet Potato Donut Holes  
Drizzled with Warm Spicy Caramel Sauce

**Under the Moon Fig Pies**  
A Twist of an Empanada  
Flaky Pastry Crust Filled with Stewed Figs  
Garnished with Confectioner's Sugar

**Bourbon Pecan Apple Egg Roll**  
Blend of Roasted Bourbon Pecans and Fresh Sliced Apples  
  
Rolled Together in an Egg Roll Wrapper and Fried Golden Brown

**Engagement Ring Box**  
Pate Choux Baked until Puffy  
And Filled with Almond Espresso Custard

**Skillet Cobblers**  
Assortment of Baked Peach, Cherry and Mixed Berry Cobblers  
Topped with Homemade Chantilly Cream

# EVENT CONTRACT

## Dessert Station (continued)

**Smokey Pumpkin Urban Churn Ice Cream**  
Presented with Miniature Rum Glazed Donuts  
*Tray Passed during Dessert hour*

**Gourmet Brownie Trio**  
A Combination of S'mores, Turtle and Mint Chocolate Chip Brownies

*Groom has requested some have no nuts*

## Late Night Snacks

**Bison Corn Dogs**  
Dipped in Beer Batter and Fried  
Presented with Ale Mustard

**Carolina Pulled Pork Slider**  
Tangy Pulled Pork and Pineapple Slaw on a Brioche Roll

**Homemade Pretzel Bites**  
With Cheese Dip

## Professional Server Labor

This charge includes [REDACTED]'s Professional Servers to set up, tear down, and remain for the duration of your event. The charge also includes all in house labor needed to prepare and execute your event.

Your event will have:

- (1) Event Captain, (2) Site Managers and (25) Servers in Hipster Uniforms (similar to Millworks)
- (1) Executive Chef & (13) [REDACTED] Chefs in chef attire
- (2) Restroom attendants & staff to keep an eye on the house.

Please Note: There will be a charge of \$ [REDACTED] per hour, per staff, if the event goes over the scheduled end time. This charge will automatically show on your final bill.

## Charge for Menu & Professional Server Labor

Total Charge for Menu & Professional Server Labor = \$ [REDACTED]  
Prices are subject to 6% Pa state sales tax

# EVENT CONTRACT

## Vendor Meals

### Family Style Served Dinner

#### **Southern Bread Baskets**

Fresh Corn Muffins, Homemade Biscuits  
& Artisan Bread

With Apple Butter, Whipped Cinnamon Butter & Homemade Whipped Butter

#### **Braised Beef Short Ribs**

With Lemon Horseradish Gremolata and Demi Glaze

#### **Honey Pepper Fried Chicken**

Breaded Boneless Chicken Drizzled with Local Honey & Red Pepper Flakes

#### **Mashed Sweet Potatoes**

With a French Lavender Seasoning

#### **Creamy Baked Macaroni & Cheese**

#### **Farm Fresh Vegetable Display**

To include: Brussel Sprouts, Green Beans, Carrots, Zucchini & Squash

### Charge for Menu & Professional Server Labor

(14) Vendors - Total Charge for Menu & Professional Server Labor = \$  
Prices are subject to 6% Pa state sales tax

# EVENT CONTRACT

## Bar & Beverage Arrangements

### Bartender Charges:

Please note: set up and break down take approximately 3 ½ hours total. Your [REDACTED] specialist has factored this in to the total number of hours required of the bartender. All events involving the service of alcohol must have a bartender present. Please Note: There will be a charge of \$ [REDACTED] per hour, per staff, if the event goes over the scheduled end time. This charge will automatically show on your final bill.

Number of bartenders: (4) Bartenders & (1) Bar back for (17) hours each:

*\* This fee includes travel time for this team \**

Total: \$ [REDACTED]

Mixer Packages: Each package includes all equipment necessary for the type of service requested as well as ice, cocktail napkins and liquor liability insurance.

Option A- Liquor, Beer and Wine Mixer Package: \$ [REDACTED] per person to include

Glassware: Rocks, Highball, Wine, and Cosmo

Sodas: Coke, Diet Coke, Sprit, Gingerale, Tonic, and Club Soda

Juices: Orange, Cranberry, and Pineapple

Mixers: Sour Mix, Lime Juice, Grenadine

Garnishes: Lemons, Limes, Olives, and Cherries

**Client to provide Liquor, Beer and Wine**

### **Welcome Beverage:**

#### **Millstone Cellars**

Hopvine (3 cases), Gingerroot (1 case), Rhuberry (1 case) & Farmgate (1 case)

200 stemless wine glasses – provided by Millstone Cellars

*Provided by Client, Millstone Cellars to deliver wine & glasses to residence*

### **Signature Drinks:**

**Bride:** French 75

**Groom:** Old Fashion

(179) Guests at \$ [REDACTED] Per Person - Total: \$ [REDACTED]

**-CLIENT IS RESPONSIBLE FOR TRANSPORTATION OF THEIR ALCOHOL TO THE VENUE-**

**RECCOMENDED BEER, WINE AND LIQUOR QUANTITIES: TBD**

# EVENT CONTRACT

## Administration & Event Producer Fee

The administrative & producer fee covers the visionary and aesthetic management of all event components. This not only includes administrative duties such as recruiting and managing all appropriate staff, subcontracting work for event elements, detailed record keeping of all expenses and verifying the production schedule through meetings and site visits, but more significantly, includes all aesthetic intricacies involved with the design of a space that reflects how the event will come to life. From leading the creative elements to ensure consistency of the vision to designing the flowers, lighting and tablescapes, the time needed to ensure that every facet of the event will be put into place is covered.

The amount of time devoted to these obligations will be at a minimum of 600 hours.

*\* This administrative charge will change throughout the process \**

Administrative Fee: \$

Producer Fee: \$

Charge for Administration & Producer Fee: \$

# EVENT CONTRACT

Event Rental Charges:		
Qty.	Item	Use
1	Benjamin Cabinet	1 for Gift Display Cabinet
200	Brown Mismatched Vintage Chairs	200 for Ceremony Seating
14	Grace Two Seater Benches	14 for Ceremony Seating
33	8' Tables	10 for Hors D'oeuvres Prep Tent 1 for Hors D'oeuvres Front Bars 20 for Dinner Catering Prep Tent 2 for Dinner Front Bars
10	6' Tables	3 for Hors D'oeuvres Front Bars 4 for Hors D'oeuvres Back Bars 1 for DJ Table 2 for Dinner Back Bars
6	48" Round Tables	6 for Hors D'oeuvres Seating Tables
18	30" Round Cocktail High Tables	18 for Cocktail High Tables
15	72" Round Tables	15 for Guests Seating Tables
8	60" Square Wood Tables	8 for Guests Seating Tables
2	Chesterfield Rectangle Tables 101" x 48"	2 for Guests Seating Tables
36	Copper Lincoln Chairs	36 for Hors D'oeuvres Seating Tables
200	Drift Oak Farm Chairs	200 for Guests Seating Tables
8	Fielding Sofas	4 for Hors D'oeuvres Lounges 4 for Dinner Bar Lounges
16	Fielding Chairs	8 for Hors D'oeuvres Lounges 8 for Dinner Bar Lounges
6	Barbary Coast Coffee Table	4 for Hors D'oeuvres Lounges 2 for Dinner Bar Lounges
8	Eden Stools	8 for Dinner Bar Lounges
4	Timber End Tables	4 for Dinner Bar Lounges

# EVENT CONTRACT

Event Rental Charges (continued)			
12	Armida Candlesticks	8 for Hors D'oeuvres Lounges 4 for Dinner Bar Lounges	
6	Metal Spheres	4 for Hors D'oeuvres Lounges 2 for Dinner Bar Lounges	
3	Wood Front Bar Wraps	3 for Hors D'oeuvres Bars	
3	Galvanized & Wood Bar Wraps	1 for Hors D'oeuvres Bars 2 for Dinner Bars	
1	Rustic Wooden Table Wrap	1 for DJ Table	
2	Recycled Wooden and Iron Rolling Carts	2 for Cheese & Meat Stations	
7	Vintage Trunks	7 for Cheese & Meat Stations	
15	Vintage Suitcases	1 for Gift Display, Card Box 14 for Cheese & Meat Stations	
5	Beverage Boxes	5 for General Design	
1	Sparrow Cage	1 for General Design	
1	Martin Movie Reel	1 for General Design	
4	Black Whitman Tables	2 for Farm Fresh Egg Stations 2 for Homemade Guacamole Stations	
1	Asher Cabinet	1 for Dinner Back Bar	
1	Jax Industrial Shelf	1 for Dessert Display	
2	Fairmount Cocktail Tables	2 for Dessert Display	
1	Hugh Side Table	1 for Dessert Display	
2	Whitman Tables	2 for Dessert Display	
12	Cashion Stripe Linens	8 for Hors D'oeuvres Back Bars 4 for Dinner Back Bars	
14	Ivory Cotton Linens	8 for Hors D'oeuvres Front Bars 4 for Dinner Front Bars 2 for DJ Table	
6	120" Round Design Grey Linens	6 for Hors D'oeuvres Seating Tables	
6	130" Round Glamour Linens with Glamour Ties	6 for Cocktail High Tables	

# EVENT CONTRACT

Event Rental Charges (continued)			
12	130" Round Champagne Satin Linens with Champagne Satin Table Ties	12 for Cocktail High Tables	
5	130" Round Champagne Satin with Belgian Lace Overlay	5 for Guests Seating Tables	
10	130" Round Sande Dune Linens	10 for Guests Seating Tables	
235	Driftwood Napkins	200 for Guests Seating Tables 35 for Bread Baskets	
Delivery, Set up and Break Down Charges:			
Total Charge for Event Rentals:			\$

# EVENT CONTRACT

<b>Tent, Subflooring &amp; Plank Flooring Rental Charges:</b>			
(2)	46'x105 Oval Sperry Tents	(1) for Hors D'oeuvres Front Lawn (1) for Dinner Reception Back Lawn	
(1)	46'x65' Oval Sperry Tent	(1) for Pool Dance Floor	
(1)	32'x50' Oval Sperry Tent	(1) for Dinner Chefs Tent	
(1)	32' Round Sperry Tent	(1) for Hors D'oeuvres Chefs Tent	
(1)	Sperry Sailcloth Connector	Transition Tent from Pool to Back Lawn Tent	
(2) 262 Feet	8' Clear Side Curtains (per foot)	(1) 262 Feet for Hors D'oeuvres Front Lawn Tent (1) 262 Feet for Dinner Reception Back Lawn Tent	
(2) 262 Feet	Perimeter String Lighting (per foot)	(1) 262 Feet for Hors D'oeuvres Front Lawn Tent (1) 262 Feet for Dinner Reception Back Lawn Tent	
136 Feet	8' Solid Side Curtains (per foot)	136 Feet for Dinner Chefs Tent	
100 Feet	8' Solid Side Curtains (per foot)	100 Feet for Hors D'oeuvres Chefs Tent	
(8)	Copper Onion Lanterns	(8) for Hors D'oeuvres Font Lawn Tent	
(4)	Black Wrought Iron Chandeliers	(4) for Dinner Reception Back Lawn Tent	
(6)	2" Spot Lights	(2) for Hors D'oeuvres Chefs Tent (4) for Dinner Chefs Tent	
<b>Tent, Subflooring &amp; Plank Flooring Rental Charges (continued)</b>			

# EVENT CONTRACT

<b>Tent, Subflooring &amp; Plank Flooring Rental Charges (continued)</b>			
(1)	46'x105' Subfloor	(1) for Dinner Reception Back Lawn Tent Floor	
(1)	8'x30 Subfloor	(1) Transition Tent from Pool to Back Lawn Tent Floor	
(1)	46'x105' Rustic Pine Plank Floor	(1) for Dinner Reception Back Lawn Tent Floor	
(1)	46'x65' Rustic Pine Plank Floor	(1) for Pool Dance Floor	
(1)	8'x30' Rustic Pine Plank Floor	(1) for Transition Tent from Pool to Back Lawn Tent Floor	
(1)	46'x65' Subfloor	(1) for Pool Dance Floor Tent	
* Pool will not be drained for dance floor installation, due to this circumstance the client will incur an additional charge included in the cost below			
* Legs of decking will be set in the pool on rubber pads & wood blocks to distribute weight			
* Tent company not responsible for any damage to pool or patio			
(20) 10' sections	Nautical rope railing	Railing for tents with subfloors	
6	Entrance/Exit Steps	(2) for Pool/Dance Areas (4) for Dinner Reception Back Lawn Tent	
1	Sperry Team Member	Team member on site during the event	
Delivery, Set up and Break Down Charges:			
<b>Total Charge for Event Rentals:</b>			<b>\$</b>

# EVENT CONTRACT

<b>Cost Summary – Invoice Number: E24684</b>		<b>Draft Four – Saturday, September 5, 2015</b>	
<b>Event Producer -</b> [REDACTED]			
<u>Item</u>	<u>Price per Unit</u>	<u>Total Cost</u>	<u>Initials And Date</u>
Charge for Menu & Professional Server Labor		\$	
Charge for Vendor Meals		\$	
Bartender Charges:		\$	
Bar Mixer Package Charges:	(179) Guests at \$ Per Person	\$	
[REDACTED] Event Rental Charges:		\$	
Producer & Administration Fee:		\$	
Tent, Subflooring & Plank Flooring Rental Charges		\$	
Subtotal:		\$	
6% Sales Tax:		\$	
<b>Total Cost including Sales Tax:</b>		\$	

# EVENT CONTRACT

<u>Deposit and Guaranteed Count Schedule</u>			
Initial Deposit- Due upon signing of the contract to hold your date.	30% of the total event price	\$	Paid 7.23.15
Balance Due by September 11, 2015	\$		
<b>Balance Due:</b>	<b>\$</b>		

# DESIGN CONTRACT

LOGO



# DESIGN CONTRACT

## Kelly Hollinger & Kristen Rahn

Saturday, September 19, 2015

Parkton, MD

Our design specialists have prepared the following contract outlining your wedding day design vision. Please carefully review the inspiration concepts we have created complimented with the necessary design pieces to bring your vision to reality.

Following your review of this contract, if the terms set forth below are acceptable to you then please sign the Event Contract Page. Please contact your design specialist if this proposal does not meet your vision or any inaccurate information is proposed. [REDACTED] prides itself on designing each event specifically to our client's needs and we look forward to making your event a success.

### Contact Information

Bride:	Kristen Rahn
Groom:	Kelly Hollinger
Address:	6 Quail Hill Court Parkton, MD 21120
Email:	Kelly – <a href="mailto:khollinger@hollingergroup.com">khollinger@hollingergroup.com</a> Kristen – <a href="mailto:Kristen.rahn@gmail.com">Kristen.rahn@gmail.com</a>
Phone:	Kelly – 717.364.7876 Kristen – 217.260.3810

### Ceremony & Reception Location Details:

Ceremony & Reception Location:	Hollinger Rahn Residence
Address:	6 Quail Hill Court Parkton, MD 21120
Ceremony & Reception Time:	4:00-12:00

# DESIGN CONTRACT

## Wedding Design:

Design Element	Description
<b>Ceremony Design:</b>	An assortment of fifteen wood, metal rustic lanterns for either side of the patio. The sizes of the lanterns range from 28"-41".
<b>Transition Walkway Design:</b>	Three sets of natural pallet columns will create a transition walkway to guide the guest to the next area for the wedding. The columns will be finished with rustic lanterns & burlap curtains. * Greenery enhancements for these design elements are included in floral proposal
<b>Reception Entrance Design:</b>	The two large existing trees will act as the entrance into the reception. This area will be enhanced with the following items: * Ten illuminated metal pendant lights * More than 500' of Fairy Berries (These will also be installed in the tree behind the dinner bar) * Fifteen wood, metal rustic lanterns with battery operated candles
<b>Stage Back Drop Design:</b>	The design team will install a one of a kind back drop for the band using the following design equipment: * Eight 3'x8' pallet walls * Enhancements for walls, metal/wood shelves, metal/wood circler cubbies & hexagons * Two sets of vintage trunks * Three Caged Studio Lamps
<b>General Design:</b>	The create the finishing touches for the wedding design concept the following items will used to create the Southern Rustic Charm: * Wooden candle sticks * Zinc candles sticks * Pool ball candle holders * Two tiered slat server stands * Wood/Metal pedestals * Metal display stands * Iron/slate stands * Antique glass brown bottles * Antique glass green bottles * Black/white emanme mugs * Black/white emanme pitchers * Raw & antique metal risers * Metal top hat * Wooded Spool platforms * Vintage bottle crates * Recycled wood & iron rolling cart (will be the base table to the meat & cheese stations) * Rustic wooded table wrap for DJ * Rustic Wood & Metal Table numbers

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# DESIGN CONTRACT

- Lighting Design:** The following lighting elements will be used to create a subtle yet beautiful lighting design
- \* Festoons lights for both outdoor lounge areas outside the Hors D'oeuvres Tent, this will create the perfect glow as guests leave the event
  - \* Festoon lighting strung within the Hors D'oeuvres Tent
  - \* Station & Bar Illumination
  - \* Audio for Ceremony
  - \* (16) Uplights for a variety of property trees
  - \* Pathway lighting for the transition walkway
  - \* Monochrome pattern on ceiling of Celebration Tent
  - \* Guest seating tables illuminations
  - \* (4) Moving lights within the Celebration Tent
  - \* Satellite speakers to be set up within the Celebration Tent
  - \* Burlap fabric to cover all the wires & cables installed in the tent
  - \* Band Audio System such as, PA, mics, mixer, stands, cable etc.
  - \* Band Backline Equipment, as per bands rider, includes delivery & technician
  - \* Band Stage 16'x28', includes 8'x8' drum riser, steps & burlap skirting
  - \* Audio & lighting FOH 8'x8' stage, includes steps & skirting
  - \* DJ 8'x8' stage, includes steps & skirting
  - \* The focus of the party will become the dance floor later in the night. When the time is right, a lighting transition will take place to create more of a party like atmosphere. The following equipment will be used to create the atmosphere
    - \* Large oversized Edison Bulbs cluster
    - \* General lighting wash on dance floor, band & DJ
    - \* Moving lights, LED's pattern washes & décor accents
    - \* Truss encased with pallet wood
  - \* Festoon lighting strung over Dinner Bar lounges
  - \* Power distribution for the entire event
  - \* Includes all staff to handle execute & produce the lighting design for the wedding reception
- Celebration Tent Chandeliers:** \* (4) Cordif Chandeliers with Rope will be installed in the Celebration tent to complete the chandelier story

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# DESIGN CONTRACT

<b>Seating Assignment</b>	The design team will create a one of a kind Seating Assignment
<b>Mirror Display:</b>	Mirror Display using the following elements: <ul style="list-style-type: none"><li>* (1) Eight foot by ten foot truss dressed with a burlap sleeve</li><li>* (2) One foot by Eight foot rope suspension</li><li>* (25) Sixteen inches by Sixteen inches layered rustic wood planks hung with metal chains</li><li>* (6) Par lights to illuminate the design element</li><li>* (8) Industrial wood, metal &amp; rope mirrors at an assortment of sizes ranging from three foot round metal/rope mirror to two foot by four foot rectangle wood mirror</li></ul>
<b>Wedding Design Charges:</b>	<ul style="list-style-type: none"><li>* Lead Designer to imagine the possibilities</li><li>* Design &amp; Consultations</li><li>* 2 Design team members to pull design elements</li><li>* 1 lead designer &amp; 7 design team member to create the on design Friday</li><li>* 2 design team members to pull together the finishing touches on Saturday</li><li>* 1 lead designer &amp; 7 design team members to strike &amp; break down the design</li></ul>

# DESIGN CONTRACT

## STANDARD TERMS AND POLICIES

Please read the following terms and policies carefully before signing the agreement. Any proposed changes, including verbal agreements, to the below conditions must be modified as part of this page and signed by both parties to acknowledge acceptance.

### Contract Finalized

A minimum order is due no later than 15 days prior to the event. The client is responsible for notifying Weddings by [REDACTED] of the guaranteed order. If the client doesn't confirm the final order then the estimated costs provided within this proposal will be considered the guaranteed rates for billing purposes.

### Deposits and Financial Terms

A deposit of \$ [REDACTED] of the proposed floral cost is required to hold the date. This deposit is non refundable. Remaining balance is due 15 days prior to your event. The client is responsible for updating Weddings by [REDACTED] of any changes to be made to your proposal prior to final payment deadline.

### Cancellations

In the event of cancellation, the client will be liable for any cost that has been incurred by [REDACTED] relative to this event. If cancellation is within 15 days prior to the event, the client will be liable for any costs that have been incurred over and above the monies received as deposits or payments.

### Rental Items

Weddings by [REDACTED] reserves the right to charge additional fees for rental items that are damaged, including breakage and/ or misuse, by the client or their guest. Charges will be based on replacement or repair cost.

### Additional Terms

The floral designs listed in the above contract are subject to seasonal as well as environmental conditions that may be outside of our control. In the event that some floral items are unable to be secured within both time and cost constraints for your event, our designers will work diligently to find a suitable substitute.

### Photography Credits:

(Smaller Images Left to Right) Thomas Beaman Photography, Jeremy Hess Photography, Matthew Tennison Photography, Sweet Pea Photography, Jeremy Hess Photography, Thomas Beaman Photography, and Leslie Gilbert Photography (Main Image)

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# DESIGN CONTRACT



## FINAL COSTS & SIGNATURES

Wedding Design	TOTAL COST
Wedding Design	\$
Subtotal	\$
Sales Tax	\$
Total	\$

IMPORTANT DUE DATES		
Initial Deposit to Hold Date (non-refundable)	\$	paid 8.10.15
Remaining Balance	\$	Balance due by September 11, 2015

### Contract Signatures

Upon acceptance, \_\_\_\_\_ hence forth must approve all requests and changes in writing. I understand the terms and policies and hereby agree to arrangements set forth in this proposal.

\_\_\_\_\_  
**CLIENT SIGNATURE**                      **DATE**                      **DESIGNER**                      **DATE**

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# FLORAL CONTRACT

LOGO



FLORAL DESIGN PROPOSAL

# FLORAL CONTRACT

## Kristen Rahn and Kelly Hollinger

9 - 19 - 15

Private Residence in Parkton Md.

Our floral design specialists have prepared the following contract outlining your wedding day vision. Please carefully review the inspiration concepts we have created complimented with the necessary floral pieces to bring your vision to reality.

Following your review of this contract, if the terms set forth below are acceptable to you then please sign the Event Contract Page. Please contact your floral design specialist if this proposal does not meet your vision or any inaccurate information is proposed. [REDACTED] prides itself on designing each event specifically to our client's needs and we look forward to making your event a success.

### CONTACT INFORMATION:

Bride:	Kristen Rahn
Groom:	Kelly Hollinger
Address:	6 Quail Hill Court, Parkton, Md. 21120
Email:	<a href="mailto:khollinger@hollingergroup.com">khollinger@hollingergroup.com</a> , <a href="mailto:Kristen.rahn@gmail.com">Kristen.rahn@gmail.com</a>
Phone:	717-364-7876 Kelly 217-260-3810 Kristen

### CEREMONY LOCATION DETAILS:

Ceremony Location:	Rahn & Hollinger Residence
Address:	6 Quail Hill Court, Parkton, Md. 21120
Phone:	717-364-7876
Event Time:	4:00pm-11:00pm

### RECEPTION LOCATION DETAILS:

Reception Location:	Rahn & Hollinger Residence
Address:	6 Quail Hill Court, Parkton, Md. 21120
Phone:	717-364-7876
Contact Person:	[REDACTED]
Event Time:	4:00pm-11:00pm

# FLORAL CONTRACT

## Envision:

### Bouquet Inspiration



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# FLORAL CONTRACT

## CEREMONY FLOWERS :

Type of Arrangement	Description
<b>Bride's Bouquet:</b>	Full Rounded Bouquet of Late Summer Botanicals, featuring cool garden flowers like anemones, dahlias and garden roses, accented by the fruits of fall, berries and pods. Textural accents of echeveria & succulents will top off the focal of the bouquet. Florals in bouquet will be naturally clustered for a stronger visual presentation. Bouquet stems will be finished off by wrapping them in strips of knotted raw linen.
<b>Bridesmaid's Bouquets:</b>	Smaller cocktail versions of bride's bouquet to complement bridesmaids' dresses.
<b>Boutonnieres:</b>	Textural botanical bouts featuring berries and coordinating everlasting blooms.
<b>Mothers:</b>	Beaded bracelets accented with late summer blooms and berries.
<b>Ceremony Flowers:</b>	<p>Front of aisle will be flanked by tall, teak columns. Lanterns will top the columns and surround the bases. Seeded eucalyptus garlands will be created to cascade down columns, puddling to the ground around lanterns.</p> <p>More fresh garlands will be displayed down the aisle, creating a lush pathway. By focusing greens on aisle, visual interest will be created by the botanical softness of the draping eucalyptus and smilax garlands and the eclectic mix of the collection of wooden seating.</p>

Delivery and Installation of Ceremony Flowers:

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# FLORAL CONTRACT

## RECEPTION FLOWERS :

Type of Arrangement	Description
<b>Cocktail tables 1:</b>	A mixture of two different style containers, each made of metal and glass, coupled with more late summer blooms, berries and pods. Each arrangement will be surrounded with coordinating votives.
<b>Cocktail tables 2:</b>	A mercury glass bowl banded in metal, filled with a similar grouping of selected garden botanicals. Votives added to complement.
<b>Seating Table 1:</b>	Tall, metal Regal vase, topped with overflowing composition featuring antique hydrangea, celosia and dahlias, studded with variety of berries and pods and draping ornamental foliages. Base of vase will be surrounded with collection of mercury glass votives.
<b>Seating Table 2:</b>	Large silver lantern, its base will be sitting in a bed of flowers, a clustering of the same late summer blooms and berries. Votives added to tabletop to create additional ambiance.
<b>Seating Table 3:</b>	Large, antiqued aluminum lantern will be decorated with a ring of flowers, designed inside the lantern itself and draping out onto table. Votives added to tabletop.
<b>Seating Table 4:</b>	A complete collection of antiqued, copper mercury glass compote and pedestal containers. Each vessel will receive its own arrangement of select blooms, featuring antique hydrangeas, celosia, and dahlias.
<b>Seating table 5:</b>	Handcrafted wooden planters with full, garden botanical mixture consistent with surrounding tables. These will be teamed with pillar candles in tall and short cylinders in woven wire baskets.
<b>Seating Table 6:</b>	To accentuate the long farm tables, 2 long wooden troughs mounded with harvest arrangements of late summer blooms of hydrangea, celosia, dahlias and berries and pods. These cool weather flowers are so vivid in their textures and colors. Eclectic mix of votives to be placed down table top.
<b>Band Backdrop:</b>	Composition wall of wood and metal. Naturalness of wood in contrast to coolness of metal creates eclectic backdrop. Perfect marriage of materials to accent all table décor and creates a dramatic anchor to the reception. The insertion of both horizontal and vertical foliage arrangements will add a "living" accent to this wall.
<b>Transition Arch:</b>	Entry to the reception will be created by installation of wooden plank "wall". An opening in the wall will provide the marked, sensational entry into the reception. The wall will be topped with similar full garlands that created the natural accent to the aisle. And again, lanterns will be repeated, adorning the opening in the wall. The raw-ness of the wood will be softened by fabric draping on either side of the opening.
	Delivery and Installation of Reception Flowers pick up of rental containers:

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# FLORAL CONTRACT

## STANDARD TERMS AND POLICIES

Please read the following terms and policies carefully before signing the agreement. Any proposed changes, including verbal agreements, to the below conditions must be modified as part of this page and signed by both parties to acknowledge acceptance.

### Contract Finalized

A minimum order is due no later than 15 days prior to the event. The client is responsible for notifying [REDACTED] of the guaranteed order. If the client doesn't confirm the final order then the estimated costs provided within this proposal will be considered the guaranteed rates for billing purposes.

### Deposits and Financial Terms

A deposit of \$ [REDACTED] of the proposed floral cost is required to hold the date. This deposit is non refundable. Remaining balance is due 15 days prior to your event. The client is responsible for updating [REDACTED] of any changes to be made to your proposal prior to final payment deadline.

### Cancellations

In the event of cancellation, the client will be liable for any cost that has been incurred by [REDACTED] relative to this event. If cancellation is within 15 days prior to the event, the client will be liable for any costs that have been incurred over and above the monies received as deposits or payments.

### Rental Items

[REDACTED] reserves the right to charge additional fees for rental items that are damaged, including breakage and/or misuse, by the client or their guest. Charges will be based on replacement or repair cost.

### Additional Terms

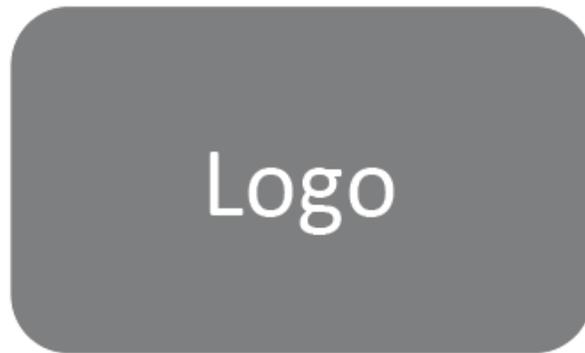
The floral designs listed in the above contract are subject to seasonal as well as environmental conditions that may be outside of our control. In the event that some floral items are unable to be secured within both time and cost constraints for your event, our designers will work diligently to find a suitable substitute.

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# FLORAL CONTRACT



## FINAL COSTS & SIGNATURES

<b>FLOWER ARRANGEMENTS</b>	<b>TOTAL COST</b>
Ceremony & Reception Floral Design	\$
<b>Subtotal</b>	\$
<b>Sales Tax</b>	\$
<b>Total</b>	\$

### IMPORTANT DUE DATES

Initial Deposit to Hold Date (non-refundable)	50% Deposit due upon signing of the contract
Finalized Order	Due no later than 30 days prior to the event.
Remaining Balance	Due no later than 15 days prior to the event.

#### Contract Signatures

Upon acceptance, \_\_\_\_\_ hence forth must approve all requests and changes in writing. I understand the terms and policies and hereby agree to arrangements set forth in this proposal.

\_\_\_\_\_  
**CLIENT SIGNATURE**                      **DATE**                      **DESIGNER**                      **DATE**

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# PRODUCTION TIMELINE

## HOLLINGER & RAHN PRODUCTION TIMELINE

Time	Action	Who	Where	Additional Notes
<b>Thursday, September 10, 2015</b>				
TBD	Landscaper to remove fence	Landscaper	H&R Residence	
<b>Friday, September 11, 2015</b>				
TBD	Insight will mark additional underground fixtures	Insight	H&R Residence	
<b>Saturday, September 12, 2015</b>				
TBD	Sperry Tents to Drop Product	Sperry Tents	H&R Residence	
<b>Sunday, September 13, 2015</b>				
TBD	Floor Installation May be Started	Sperry Tents	H&R Residence	
<b>Monday, September 14, 2015</b>				
TBD	Time Lapse Set Up (will need to get in home)			
TBD	Pool Floor Install	Sperry Tents	H&R Residence	
Anytime before 4:00pm	Restroom Delivered	Restroom	H&R Residence	
TBD	Mirrors to Persnickety		H&R Residence	
<b>Tuesday, September 15, 2015</b>				
TBD	Dinner Tent Floor Install	Sperry Tents	H&R Residence	
TBD	Pick Up Alcohol	David & Molly	TBD	
4:30-10:30 pm	Site Visit to H&R Residence (TBD)	David & Molly	H&R Residence	
<b>Wednesday, September 16, 2015</b>				
TBD	All Tents Installed	Sperry Tents	H&R Residence	
9:00	Deliver Dinner Tent Chandeliers	██████ (David)	From ██████ to H&R Residence	

# PRODUCTION TIMELINE

## HOLLINGER & RAHN PRODUCTION TIMELINE

Time	Action	Who	Where	Additional Notes
<b>Thursday, September 17, 2015</b>				
8:00 AM – 7:00 PM	Lighting & Production Elements Installation Pt. 1 (Tent Lighting and Power Distribution)	Shumaker		
Evening	Pool Tent Call		H&R Residence	
<b>Friday, September 18, 2015</b>				
Morning	Maggpie Delivery	Maggpie Rentals	H&R Residence	
TBD	Pool Tent Installation (if needed)	Sperry Tents	H&R Residence	
7:30am-4:00 pm	████████ Rental Crew Install	████████ Rental Team	H&R Residence	████████ at 6:00 am, Return to ██████ at 5:30 pm
9:00am-5:00 pm	Weddings by ██████ Design Team Install	████████ Design Team	H&R Residence	████████ at 6:00 am, Return to ██████ at 6:30 pm
9:00 am	Install Restroom Trailer Landscaping	TDH Landscaping	H&R Residence	
12:00 PM	Pool Tent Set (if needed)	Sperry Tents	H&R Residence	
1:00 – 10:00 PM	Lighting & Production Elements Installation Pt. 2 (outdoor elements and lighting focus)	Shumaker	H&R Residence	
4:30-5:30pm	Rehearsal	Planned Perfection, Bride, Groom, Party	H&R Residence	
5:00/5:30pm	Escort Card Wall, Ceremony Pedestal, Table #s, DJ Wrap	DK Builds	H&R Residence	
After Sunset	Lighting & Production Elements will be Set	Shumaker	H&R Residence	

# PRODUCTION TIMELINE

## HOLLINGER & RAHN PRODUCTION TIMELINE

Time	Action	Who	Where	Additional Notes
<b>Saturday, September 19, 2015 – THE BIG DAY</b>				
8:00-10:00 am window	Cort Furniture	Cort	H&R Residence	
9:00 AM	Install Event Linens	Special Occasions	H&R Residence	
9:00 AM-12:00 AM	Show Call	Shumaker	H&R Residence	
10:00 AM	Millstone Cellars Delivery	Millstone Cellars	H&R Residence	(200) Stemless Wine Glasses (3) Cases of Hopvine (1) Case Gingerroot (1) Case Rhuberry (1) Case Farmgate
10:00 am	Hair and Makeup for Bride and Girls	Shelbi and Team	H&R Residence	
10:20 AM	Band Arrives at BWI	Wood Brothers Band	BWI	
11:00am-3:00 pm	██████ Design Team finalize Install	██████ Design Team	H&R Residence	██████ at 9:30am, Return to ██████ at 4:30pm
11:00 am	Wedding Officiant, Andy Arrival	Andy Officiant	H&R Residence	
12:00 PM	Stage & Audio Set for Band	Shumaker	H&R Residence	
12:30/1:00 PM	Band Arrives at H&R Residence	Wood Brothers Band	H&R Residence	** lunch from PP will be available for band inside house
1:00 pm	Mixed Up Productions, Seth Arrival	Mixed Up Productions, Seth	H&R Residence	** providing sound for ceremony
1:00 pm	Photographer, Leslie Gilbert Arrival	Leslie Gilbert Photography	H&R Residence	
1:30 PM – 2:30 PM	Sound Check	Wood Brothers Band & Shumaker	H&R Residence	
2:00 pm	First Look by Bride and Groom	Bride and Groom	H&R Residence	



# PRODUCTION TIMELINE



## HOLLINGER & RAHN PRODUCTION TIMELINE

Time	Action	Who	Where	Additional Notes
<b>Saturday, September 19, 2015 – THE BIG DAY</b>				
3:15 pm	1 <sup>st</sup> Shuttle to leave from Hunt Valley Hotel	Guests	H&R Residence	* will stop by church to pick up guests before arriving at residence
3:30 pm	Second Hand Suits to arrive	Second Hand Suits	H&R Residence	
3:45 pm	First Guest Arrival	Shuttle Service	H&R Residence	
3:45/4:00 pm	Event Begins	ALL Teams	H&R Residence	
5:00 pm	Band Eats Dinner	Wood Brothers	H&R Residence	* Catering to have dinner ready for band to eat at 5:00pm
12:00 am	Event Ends	ALL Teams	H&R Residence	* shuttles available all evening to transport guests to hotel/off site parking

## HOLLINGER & RAHN PRODUCTION TIMELINE

Time	Action	Who	Where	Additional Notes
<b>Sunday, September 20, 2015</b>				
8:00am-5:00pm	Lighting & Production Elements Removed	Shumaker	H&R Residence	
8:00-10:00am window	Cort furniture removal	Cort	H&R Residence	
9:00am-5:00pm	Remove Rentals	Rental Team	H&R Residence	at 7:00am, Return to at 6:00pm
10:00am-2:00 pm	Remove Design	Design Team	H&R Residence	at 8:00am, Return to at 2:00pm
2:00-4:00pm	Maggpie Pickup	Maggpie Rentals		Maggie: 570-760-3510 Jason: 570-294-6268
<b>Monday, September 21, 2015</b>				
TBD	Tent & Flooring Removal	Sperry Tents	H&R Residence	
TBD	Specialty Linens	Special O	Group	
<b>Tuesday, September 22, 2015</b>				
TBD	Flooring Removal	Sperry Tents	H&R Residence	
6:30pm	Restroom Trailers Removed	Restroom	H&R Residence	
<b>Wednesday, September 23, 2015</b>				
TBD	Pool Fence Reinstalled	Landscaper	H&R Residence	

# DAY OF TIMELINE

## HOLLINGER & RAHN WEDDING DAY OF TIMELINE

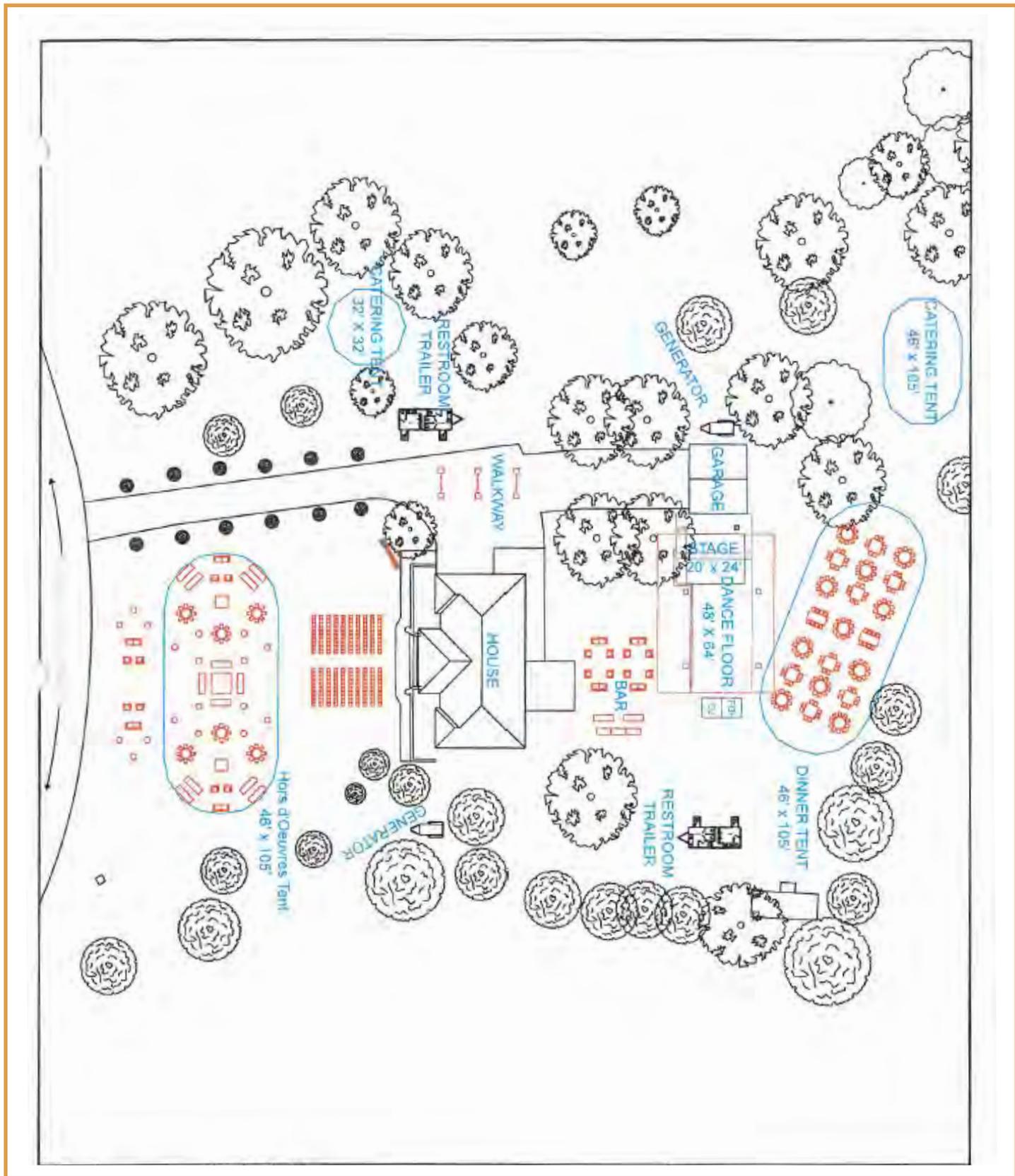
Time	Action	Who	Where	Additional Notes
<b>Saturday, September 19, 2015</b>				
4:00 PM	Guest Arrival		H&R Residence	
4:00 – 4:45 PM	Pre-Ceremony Reception		H&R Residence	
4:45 PM	Ceremony Starts		H&R Residence	
5:00 PM	Ceremony Ends		H&R Residence	
5:00 – 6:00 PM	Cocktails & Hors		H&R Residence	
5:45 PM	First Call to Dinner		H&R Residence	
6:00 – 7:40 PM	Band Plays	Wood Brothers	H&R Residence	
6:15 PM	Guests Seated		H&R Residence	
6:15 PM	Introductions		H&R Residence	
6:20 PM	First Dance	Bride & Groom	H&R Residence	
6:25 PM	Welcome Toast	FOG	H&R Residence	
6:30 PM	Best Man Toast	Best Man	H&R Residence	
6:35 PM	Maid of Honor Toast	Maid of Honor	H&R Residence	
6:40 PM	Prayer		H&R Residence	
6:45 PM	Salad Served		H&R Residence	
7:00 PM	Dinner Served		H&R Residence	
7:45 PM	Special Dances		H&R Residence	
8:00 PM	Cake Cutting		H&R Residence	
8:05 – 11:00 PM	Dancing & Celebrating		H&R Residence	
11:00 PM	Event Concludes		H&R Residence	

# PROPERTY LAYOUTS - BEFORE



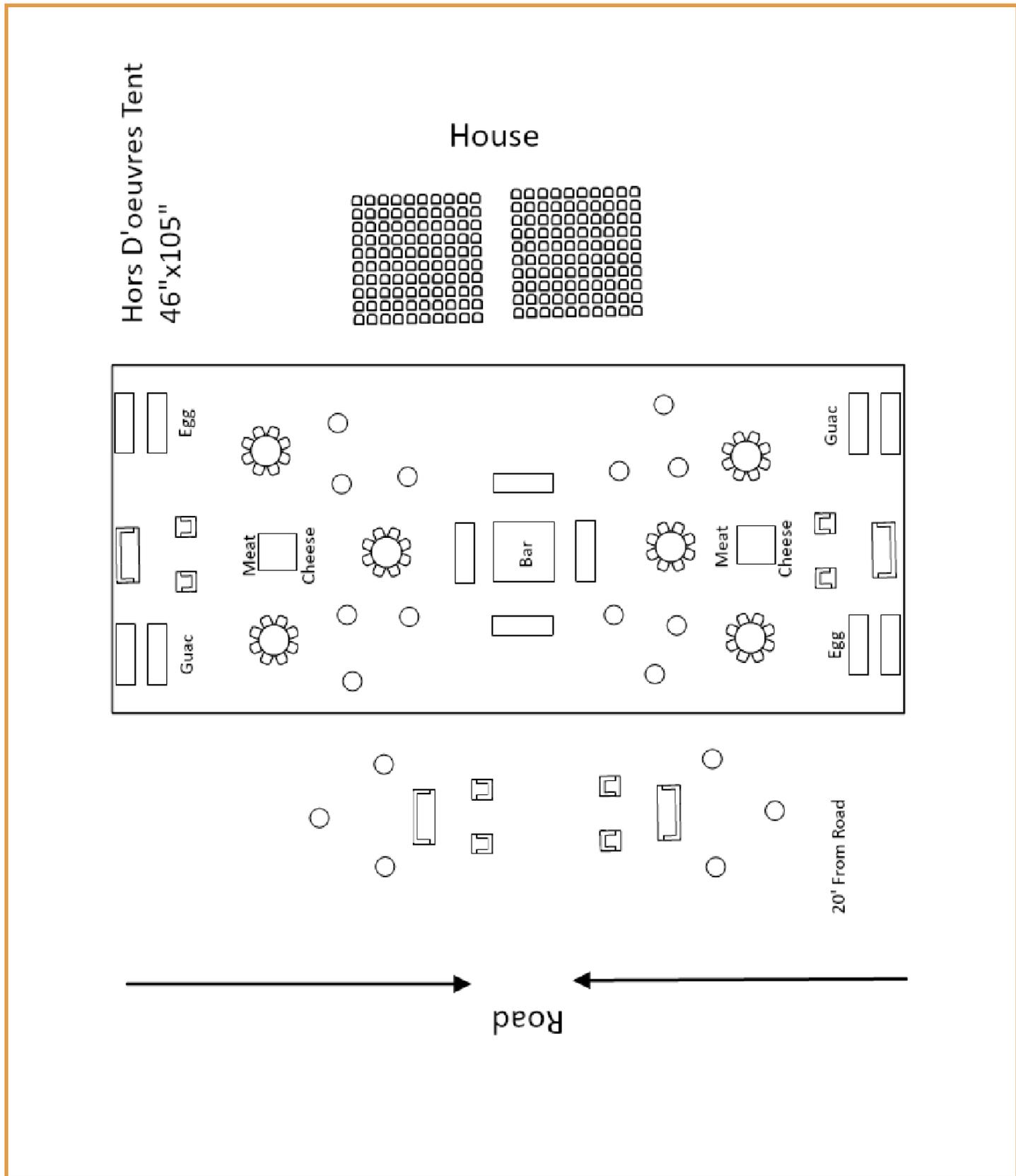


# PROPERTY LAYOUTS - AFTER



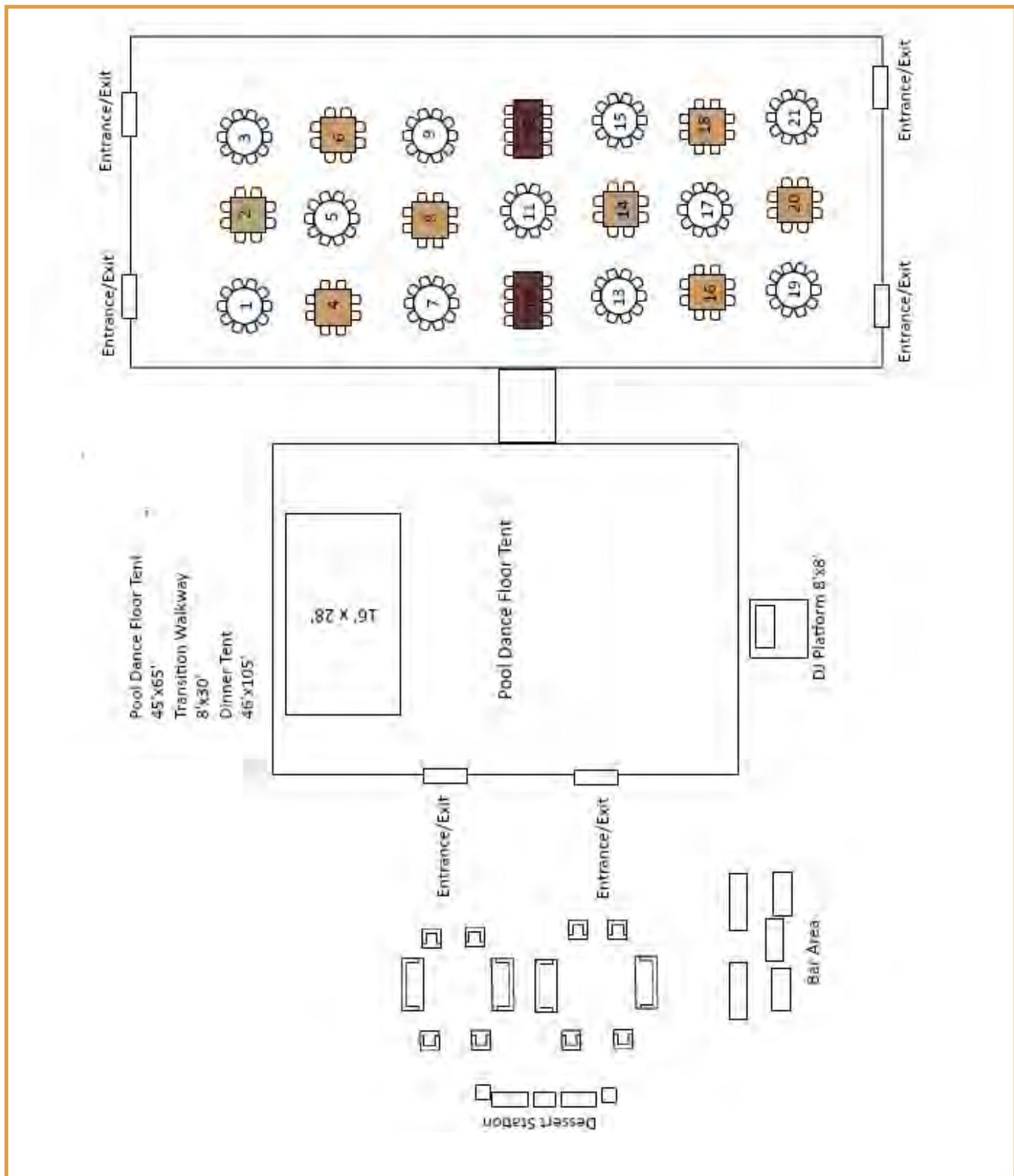


# PROPERTY LAYOUTS - AFTER





# PROPERTY LAYOUTS - AFTER





# PROPERTY LAYOUTS - AFTER



## HORS TENT

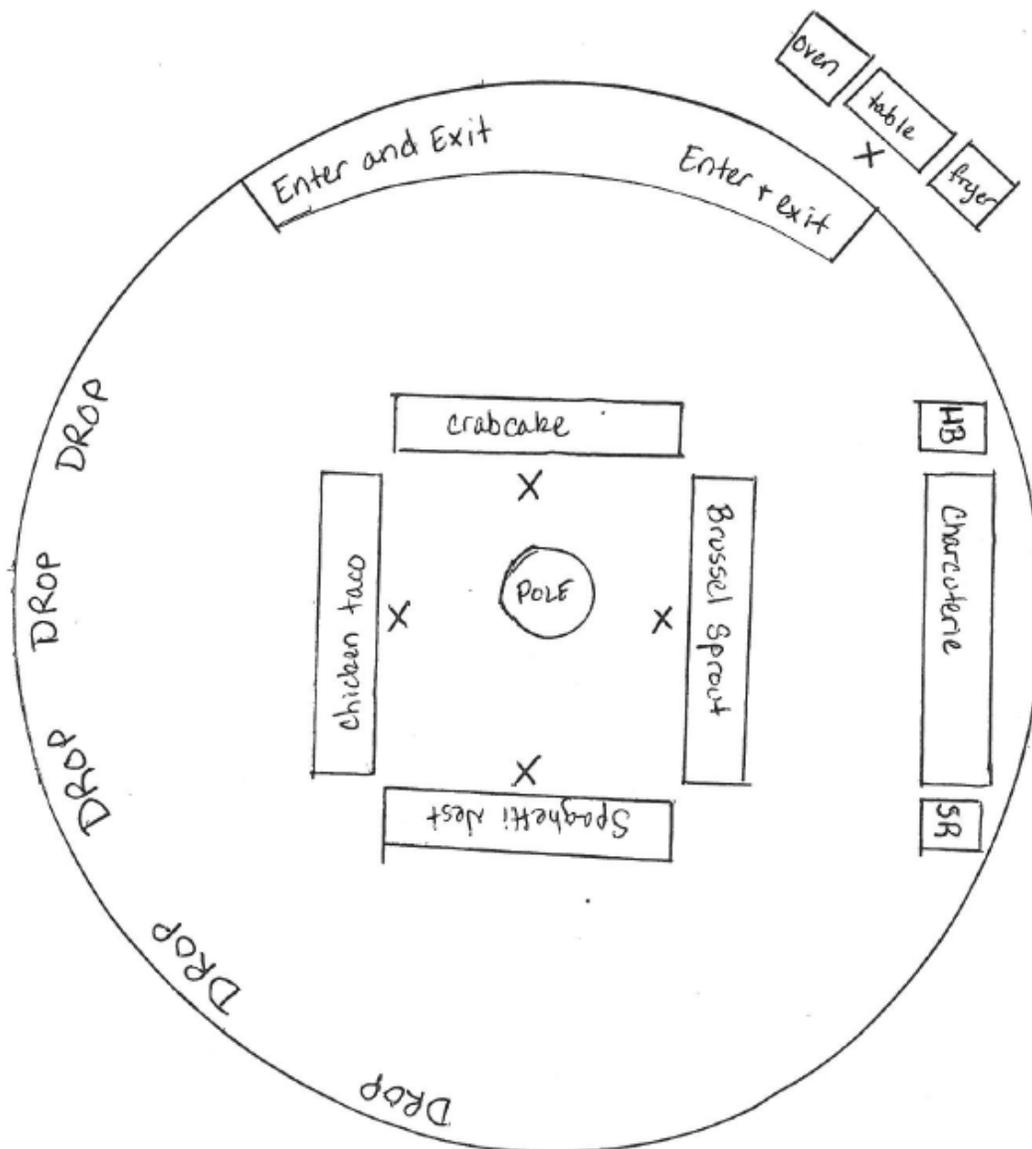
HORS LEAD: ANNA SMITH

STATION ATTENDENTS:

- PATAI - GAUCAMOLE
- ADAM - GAUCAMOLE
- KT - DEVILED EGG
- MORGAN - DEVILED EGG

PASSED ATTENDENTS:

- TERRY - SPAGHETTI NEST
- TBD - CHICKEN TACO
- ANDREW - BRUSSEL SPROUT
- DRE - CRAB CAKE



# DESIGN ELEMENTS



# DESIGN ELEMENTS



#7075A 4c Cordiff Chandelier (Rope)  
34"H x 32"W (



#9300 A1 Olivia Cassis Bone  
Jute w/#6022 4c El Mundo  
Chandelier (inside chandelier  
separate) 26"H x 26"W



#7082A 3c Dos Cubos w/ Leather  
41"H x 13"W



#9130 3c Nantucket Lantern  
23"H x 9.25"W

# DESIGN ELEMENTS



#9300 C Olivia Chair  
Strapping w/#6035 5C Marin  
Chandelier (inside chandelier  
separate)  
22"H x 26"W



#9130 3c Nantucket Lantern  
23"H x 9.25"W

# DESIGN ELEMENTS

Dessert Station Display Tables  
& Shelving Units



# DESIGN ELEMENTS

ACCENT MIRROR WITH METAL FRAME AND ROPE HANGER  
CLL1076  
Product Dimensions: 10"d x 19"t



ROUND MIRROR WITH METAL FRAME AND ROPE ACCENT  
CQ6222  
Product Dimensions: 36"d x 3" deep

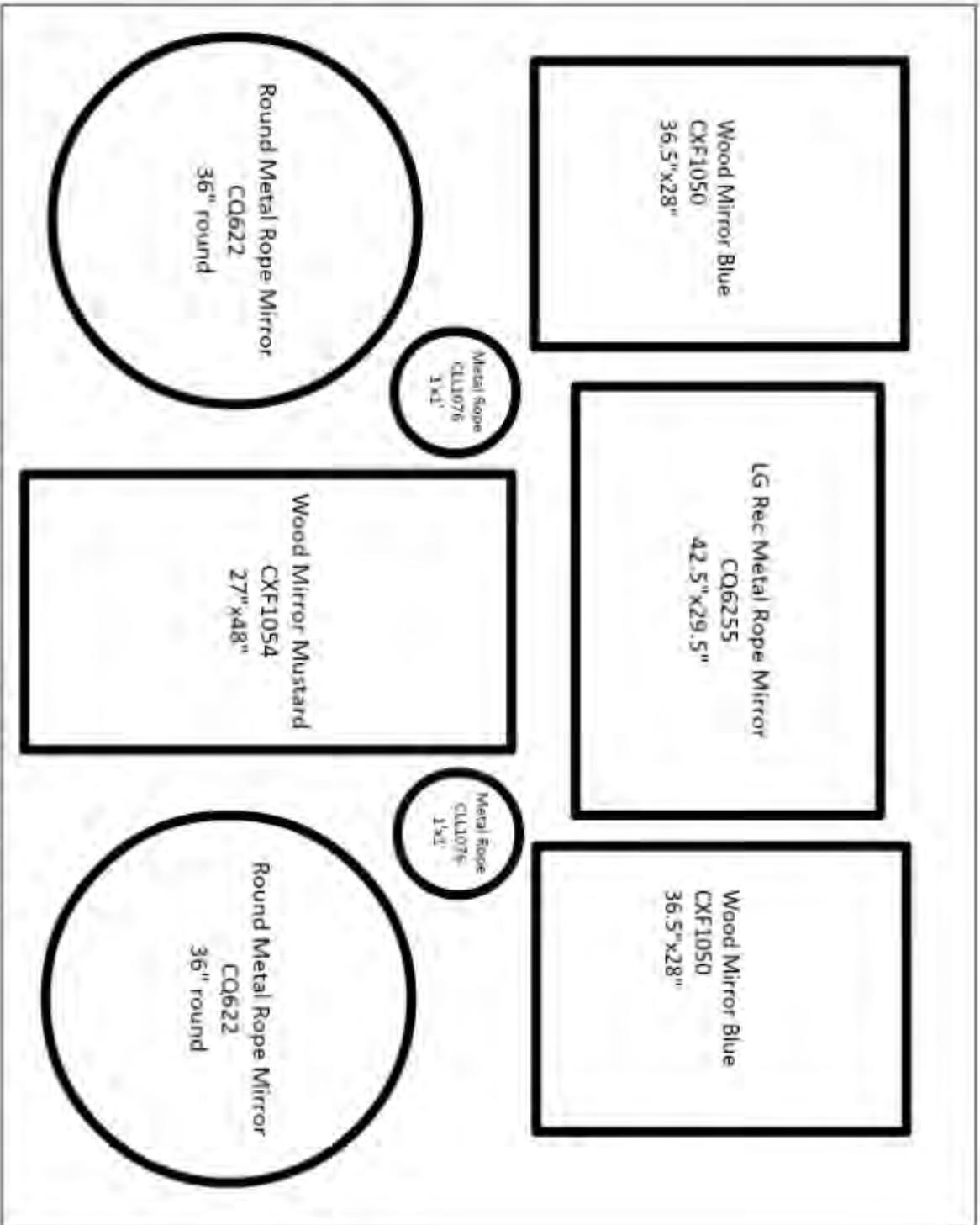
LARGE RECTANGLE METAL MIRROR WITH ROPE HANGER  
CQ6255  
Product Dimensions: 42.5"x29.5"t without rope- rope length 120"



WOODEN MIRROR BLUE  
CXF1050  
Product Dimensions: 36.5" x 28"t

WOODEN MIRROR MUSTARD  
CXF1054  
Product Dimensions: 27" x 48"t

# DESIGN ELEMENTS



Structure Measurements 8' Tall x 10' Wide



# STAFF NOTES



## RAHN/HOLLINGER Wedding – [REDACTED] Saturday, September 19, 2015

- **Bride Name:** Kristen
- **Groom Name:** Kelly
- **Ceremony & Reception Location:** Rahn/Hollinger Private Residence
  - **Address:** 6 Quail Hill Court, Parkton MD 21120
  - **Location Contact:** Kristen & Kelly
- **Event Time:** 4:00-12:00 am
- **Total Guest Count:** 196
  - Adults: 180
  - Kids: 2 (will eat adult meals)
  - Vendors: 14
  - Special Meals:
    - 1 NO beef or shellfish
    - 1 Oregano allergy
    - 1 Pescatarian
    - 2 gluten free
    - 1 vegetarian
    - 2 vegans
    - 1 NO Meat
    - 2 shrimp allergy
    - 2 Paleo (NO Dairy, Grains, starches) and Gluten Free
    - 1 shellfish allergy
    - 1 gluten free, lactose intolerant, Pescatarian, Vegan
- **Event Colors and Theme:** Southern Rustic, Not Overproduced; Colors – Neutral Colors (Tan & Gray) with a Pop of Dark Colors & A Touch of Blush
- **About the Couple:** We are SO excited to be part of Kristen & Kelly's very special day!! Yes, we are traveling to Maryland ☺ Kristen & Kelly live in Maryland together and the wedding ceremony and reception are taking place on their property. They are a couple who is very down to earth, loves the outdoors and taking adventures together like traveling to go skiing in the winter and seeing horse races in the summer. We are creating a southern hospitality to life through their family style entrees and wedding design. Although they are a very relaxed couple, they do enjoy the finer things in life, and expect perfection!
  - Kelly is the second son to get married from his family. [REDACTED] has had the unbelievable opportunity to be part of many events in his family. We have produced the Hollinger/Welsh wedding in 2012 for Bryce and Kyle on the open field in Mechanicsburg, their daughter's sweet 16 celebration in 2014 at their family's home in Mechanicsburg, as well as Bryce and Kyle's first baby shower for their now twin baby girls.
  - Deb, Kelly's step-mother, and David have become very close friends from these and other events with her. This has been a large wedding production that we can't wait to have you all apart of on Sept. 19. Please come ready with full knowledge of this awesome menu and detailed timeline to make this a flawless execution for this very close family of [REDACTED]s. You are a HUGE piece this unforgettable night...guests at this wedding will never forget the experience we will deliver.



# STAFF NOTES



- **Important Contacts:**
  - Event Producer – David Everett
    - 717-554-3227
  - Event Planner – Planned Perfection, Steph (Jonnaysa later in evening)
  - Event Lead – Allison Ramsey
    - 717-979-5082
  - Culinary Lead – Chef Jay
    - 412-708-7691
- **Special Guest Tables:**
  - Table 11: Head Table
    - BRIDE AND GROOM – Kristen & Kelly
    - Kyle & Bryce Hollinger (brother and sister-in-law of Groom)
    - Julia Hollinger (sister of Groom)
    - Sarah and Katie Rahn (sisters of Bride)
  - Table 12: Parents Table
    - Brad & Deb Hollinger (father and step-mother of Groom)
    - Chris and Joyce Rahn (parents of Bride)
    - Ken and Kathy Askins (stepfather and mother of Groom)
  - Table 14: Parents of Bryce (sister-in-law of Groom) – Paul and Diann (“Deeg”)
- **Special Meal Tables:**
  - Table 1:
    - (1) Vegan
    - (1) Gluten Free, Lactose Intolerant, Pescatarian
  - Table 4: (1) Oregano Allergy
  - Table 5: (1) Shellfish Allergy
  - Table 7:
    - (1) Pescatarian
    - (1) Gluten Free
    - (1) Vegetarian
  - Table 11:
    - (1) NO Beef or Shellfish, Katie Rahn (sister of bride or date, Jeff)
    - (2) Paleo Diets and Gluten Free (Kyle and Bryce Hollinger)
  - Table 12: (2) kids (flower girl and ring bearer) – will still eat from family style meal
  - Table 15: (2) Shrimp Allergies
  - Table 16: (1) Gluten Free
  - Table 17: (1) NO Meat
  - Table 20: (2) Vegans
- **Extra Folders to Include:**
  - Table Assignments
  - Alphabetical List
  - Vendor Contact Information/Arrival
  - Alcohol List
  - Emergency Numbers
  - Box List
  - Planned Perfection Timeline/Details

**IMPORTANT (and new!):**

STAFF IS NOT PERMITTED TO POST ANY PHOTOS TO SOCIAL MEDIA OUTLETS (Facebook, Twitter, Instagram, etc.).

When we submit this event for awards, it can negatively affect us if photos are on social media. PLEASE DO NOT post any photos. Feel free to take photos (at appropriate times) and we will let you know when it is OK to post them. THANK YOU!



# STAFF NOTES



## Event Timeline

- 10:00 Bride & Bridesmaids Arrival
- 12:00 [REDACTED] Catering Team Arrival
- 12:30 Groom & Groomsmen Arrival
- 2:00 First Look
- 2:30-3:30 Wedding Party & Family Photos
- 3:45 Early Guest Arrival
- 4:00-4:45 Pre-Ceremony Reception
- 4:25 First Call to Ceremony
- 4:40 Guests Seated for Ceremony
- 4:45 Ceremony Start
- 5:00 Ceremony End
- 5:00 DINNER READY for BAND MEMBERS
- 5:00-6:00 Cocktails and Hors D'oeuvres
- 5:45 First Call to Dinner
- 6:00-7:40 The Wood Brothers Entertainment
- 6:15 Guests Seated
- 6:20 Welcome by FOG, Brad Hollinger
- 6:25 Welcome by FOB, Chris Rahn
- 6:30 Toasts by Katie & Sarah Rahn
- 6:35 Toast by Brother of Groom, Kyle Hollinger
- 6:45 Soup served
- 7:00 Dinner Served
- 7:45 Band Begins Playing more upbeat music
  - They will be playing starting at 6:00pm
- 7:50 Introduce Bride & Groom
  - First Dance
- 7:55 Parent Dances
  - Father/Daughter
  - Mother/Son
  - Stepmother/Son
- 8:15 Dessert & Coffee Served
  - 8:15-10:30 Dessert station open
- 9:30-12:00 Dance & Celebrate
  - 9:30 DJ Mixed Up Productions, Seth Begins
- 10:00/10:30 Late Night Snacks Served
- 12:00 Event Conclusion
- 2:30 [REDACTED] Catering Team Departure



# STAFF NOTES



## Details

- **Travel & Unload Instructions**
  - ALL Staff will have carpooling/driving instructions for day of – please watch your emails and google docs for this schedule.
    - NO STAFF IS TO PARK AT RESIDENCE – we will have shuttles available for when you are dropped off at the church from [REDACTED]
  - Unload from the driveway
    - NO ONE (staff, guests, vendors) are permitted to park on their driveway after 2:00pm
  - Anything in hors tent and hors catering tent is to be unloaded onto the front lawn
    - Please make sure we the new oven or best looking oven set at the hors area, as guests will most likely have this in their view
  - Dinner tent or catering dinner tent items to unload - you can go onto the neighbor's driveway and pull to the dinner catering tent
    - This truck and (1) refrigerated truck is permitted to stay in this area for duration of event
    - We can also leave (1) additional truck on the grass area leading up from the neighbor's garage area to our dinner prep tent for the duration of event
  - 1 van permitted to stay in neighbor's driveway or cul-de-sac
- **Set Up Details (12:00-3:15pm):**
  - When you arrive, all linens will be set (set by Special Occasions Co.)
  - There will NOT be any seating menus on the seating tables
    - There will be chalkboard next to the mirrored seating assignments display
  - All décor elements are labeled to where they are to be set – please make sure you keep this very organized to help when breaking down
  - Napkins – will come folded as they should presented on each place setting, please set a sprig of green in each
  - Please place [REDACTED]'s (2) shepherd hooks and ribbon to go across the driveway to stop people from pulling into the driveway
  - If we can, please close off the first set of curtains in the transition columns from the front to the backyard
  - NO Tray stands are to be pre-set in the dinner tent
- **Pre-Ceremony Reception Details (4:00-4:45)**
  - How Guests will arrive:
    - Majority of guests will be arriving by shuttle from the hotel
      - There are (3) shuttle runs as well as picking up guests who park on their own at the nearby church
      - First shuttle arrives at 3:45pm (48 passenger), 2<sup>nd</sup> shuttle arrives at 4:00 (56 passenger), 3<sup>rd</sup> and final formal shuttle arrives at 4:30 (48 passenger)
    - Guests who drive on their own are ONLY PERMITTED to park at the Church (Mt. Caramel United Methodist Church, 2533 Mt. Caramel Rd, Parkton 21120) about 5 minutes from the residence – the shuttle will be stopping off at this location after leaving the hotel and before arriving at the Residence



# STAFF NOTES



- **Pre-Ceremony Reception Details (4:00-4:45) CONTINUED**
  - Millstone Cellars will deliver wine & 200 stemless wine glasses to the residence for the Welcome Beverage
    - Millstone Cellars is a local beverage company that is now a favorite of the couple and their families
    - Please make sure we are keeping these glasses separate from [REDACTED]'s
    - They will provide the following wines: Hopvine, Gingerroot, Rhuberry & Farmgate
  - (1) of each beverage is to be presented *in its bottle* on the Benjamin gift display cabinet
  - In addition to having the bottles set on the cabinet, we will also be tray passing each of these beverages to guests IMMEDIATELY as they arrive with our wooden beverage boards in wine glasses (glasses provided by Millstone)
    - Staff need to be lined up at edge of front yard when guests arrive by shuttle with the beverage boards
  - Kelly may be playing a playlist for this pre-ceremony reception – if this is the case, we need to make sure his jump-drive is given to the DJ
  - Kelly will be socializing during this pre-ceremony time (Kristen will most likely be in the house)
  - ALL stations need to be filled and ready to go at 4:00pm – HOWEVER, only the passed beverages will be available...NO food, NO Bar, NO Stations will be open
    - Food is NOT be put out during the pre-reception time, it is to already to be on the station before guests arrive as that will be too disturbing
  - Bartenders are to be stationed at their bars, and if guests ask for a beverage, ONLY non-alcoholic beverages are to be served. This is a client request
  - Staff can politely engage and inform the guests of how the first part of the event will flow – starting with passed beverages from Millstone, followed by the ceremony, followed by Cocktail Hour with passed and stationed food (to help encourage guests from not going to food stations during the pre-ceremony time)
- **Ceremony Details (4:45-5:00)**
  - **Receiving Line:** No – Bride and Groom to dismiss row by row
  - The ceremony will be very short- about 15 minutes
  - Bride and groom will be getting married directly in front of their house on the front steps with their house as their background – we will be placing a selection of different sized lanterns on their front porch and steps
  - During the ceremony, the beverage boards need to be getting refilled with a red and white wine, and some of the Millstone if there is any leftover, and water
  - (10) Staff is to line up in V formation behind the ceremony aisle ready with 8 beverage boards in between them ready for guests as they leave the ceremony area and towards cocktail hour
  - After the ceremony, dinner must be ready for the Wood Brothers Entertainment Band (4 members) – they are expecting dinner at 5:00pm
- **Cocktail & Hors d'oeuvres (5:00-6:00)**
  - Guests will return to the hors d'oeuvre tent where they were for the pre-ceremony reception
  - All food stations will be open and the tray passed hors d'oeuvres available
  - 2<sup>nd</sup> Hand Suits will be playing during cocktail hour as the entertainment
  - You will be broken up into two zones – zone 1 and zone 2 for when you are passing and clearing



# STAFF NOTES



- **Bride and Groom Details:**
  - **Visiting Tables during Dinner:** Yes
  - **Choice of Beverages:**
    - **Bride:** French 75
    - **Groom:** Old Fashion
    - In addition to these, please check with B&G on their choices, and make sure they are getting water throughout the entire night to keep hydrated
  - The groom LOVES mint chocolate chip...please make sure he gets the Mint Chocolate Chip Cheesecake Bite during the dessert time
- **Reception Details (6:15 Guests Seated, 6:45 Soup, 7:00 Dinner):**
  - **Champagne (Prosecco) Toast:** Yes
    - Pre- Pour the prosecco before guests enter the tent
    - B&G do NOT have special toasting flutes – please preset with      flutes
  - **Wine Service with Dinner:** Yes
    - Time: wine service to take place at the same time as when guests are giving their introductions to each seating table
    - **Types:**
      - RED = (1 Case) 12 – 750 ml Chateau Ste Michelle Horse Haven Cabernet Sauvignon
      - WHITE = (1Case) 12-750 ml bottles Kendall Jackson Chardonnay
      - Please make sure we are keeping these two cases separate as these types are also available during the event
  - There will be NO prayer – the last toast before salad service will be given by Kelly's brother, Kyle Hollinger
  - There will be NO Tray stands on the dinner tent floor until AFTER dinner is served and we are ready to clear dinner course
  - Each staff is to carry only (2) planks of soup for the served soup course
    - These soups are attached to the plates, but please be extra cautious
  - This is a family style dinner entrée – plates will be preset *after* the soup course
    - We will then serve (5) platters of food to the tables
    - Each staff is to carry (1-2) platters of food with them to the guest seating tables – we will review this service prior to the event start
  - \*\* the wooden planks used for soup service will turn into guest favors \*\*
    - When finished with soup service, please clear them from guests. We will then clean them off and display them on the Benjamin Cabinet (previously the gift display cabinet) for them to take – please place them at this cabinet after dinner service, in case guests leave early
- **Dessert Display (Open 8:15-9:15)**
  - There is A LOT ☺ Each are to be displayed on the dessert display area
  - There will be NO Cake – so no cake cutting
  - The ONLY item to be tray-passed is the "Smokey Pumpkin Urban Churn Ice Cream, Presented with Miniature Rum Glazed Donuts"
  - For the Gourmet Brownie Trio – Kelly (the groom) needs to have his with NO nuts – bride and groom will most likely serve themselves from the dessert station
  - The B&G love their desserts...make sure bridal bag has a good sampling of each
- **Late Night Snacks Served (10:00/10:30)**
  - This is not a set time – please be watching the guests and their energy on when it is appropriate to start serving
  - When you serve...GET ON THE DANCE FLOOR to ensure that each guest has a chance to enjoy these late night snacks ☺



# STAFF NOTES



- **Additional Details**
  - We will have **house and restroom trailer attendants** stationed for watching who goes in and out of the house during the event
    - Bryce and Kyle (brother and sister-in-law of Groom) just had twin baby girls. The two babies will be in the house for the duration of the event
      - The **ONLY** guests permitted inside the house and mainly for the reason of checking in on the girls are Bryce and Kyle, Bryce's parents (Diann and Paul), Kristen, Kelly and Kristen and Kelly's immediate family (parents only)
    - Bathroom attendants – please make sure these bathrooms continually look nice and periodically check the house
      - We have directions of where keys are located, each restrooms has a radio and CD connection, as well as air conditioned
  - After the event, please set up a small after-party bar on the back porch.
    - You can leave a [redacted] tub filled with beer/wine, a [redacted] ice bowl, [redacted] scoop and plastic cups and plastic squat cups for these guests to use
  - There will be Shuttle service from hotel to house and back to the hotel
    - shuttles available **all evening** back to the hotel and offsite parking
  - Off-Site Parking Lot
    - Shuttle will stop at off-site parking before ceremony at 3:35/3:50/4:30 (estimated times)
    - Mt. Carmel United Methodist Church - 2533 Mt. Carmel Road, Parkton MD 21120
    - No guests are permitted to park at the house or in col-de-sac area – they must park at the nearby church and take shuttle over to the house
- [redacted] **to Provide:**
  - Table Numbers
    - NUMBERS: 10,12, 14,16 – get metal table numbers (provided by persnickety) and go home with PP at end of night
    - NUMBERS: 3, 4, 5, 6, 7, 8, 9, 11, 13, 15, 17, 18,19, 20, 21, 22, 23 – new wood block table numbers property of [redacted] and to go home with [redacted] at end of night, these need to be packaged in the box they were delivered in
  - (2) shepherd hooks and ribbon for the driveway
  - (400) specialty cocktail napkins
    - (200) have a printed saying – these are to be set at the bars
    - (200) have the couple's monogram – these are to be used as the tray passed napkin
- [redacted] **Flowers:**
  - Bill and his team will be setting up from 8:00-3:00 pm on Saturday
  - They will return to breakdown from 11:00-2:00 am on Saturday night
- [redacted] **/Outside Rental Details:**
  - There are many outside companies working together to make this event a success!
    - Shumaker (lighting and sound), Special Occasions (all linens), Sperry Tent (all tents and flooring on property), Maggpie Rentals (majority of décor rentals), Cort Furniture (lounge décor and furniture)
  - [redacted] will be providing tables and chairs – this rental crew will be coming before and after to setup and breakdown these items



# STAFF NOTES



- **End of Night Responsibilities:**
  - **Gifts & Cards:** place in house's office room
  - **Bridal Bag:** give to Bride and Groom
  - **Leftovers:** give some to Deb Welsh (step-mother of Groom), and check with MOG, Kathy to see if she would like any, and place in Client's refrigerator in kitchen
    - **Leftover ice cream:** place in bride and groom's kitchen freezer
  - **Boxes or anything client has provided:** place inside house
  - **Alcohol:** IF not opened or chilled, goes into office in the house (it's the first room on the right down the main hallway)
    - **Opened or chilled Alcohol** – place into attached garage

## Bar Details

- **Type:** Full
- **Signature Drinks:** French 75 & Old Fashion
  - Old Fashion – served in Rocks Glasses, recipe for 1 drink:
    - 2 oz bourbon whiskey
    - 2 dashes Angostura® bitters
    - 1 splash water
    - 1 tsp sugar
    - 1 maraschino cherry
    - 1 orange wedge
  - French 75 – served in traditional champagne flutes, recipe for 1 drink:
    - Shake 2 ounces gin
    - 1 tablespoon lemon juice
    - 1 teaspoon superfine sugar in a cocktail shaker with ice.
    - Strain into a coupe glass; top with champagne.
    - Garnish with a lemon twist.
- **Bar Set Ups:**
  - (4) bars are setup during cocktail hour
  - (2) bars to be setup during dinner
  - All (4) bartenders and (1) bar-back will be working the entire event
- There will be bar menus (provided by Persnickety) to be set on each bar

## Client to Provide

- **Gift Display Cabinet:**
  - Guests Book – Snowboard

## Event Staff

- Allison R – Lead
- Ryan M – Lead Right
- Emma T – Lead Right



# STAFF NOTES



## Set Up Arrangements

### **Gift Display Cabinet**

(1) Benjamin Cabinet – provided by [REDACTED]  
Card Box- Suitcase, Provided by [REDACTED]

### **Welcome Beverage-** Millstone Cellars

Hopvine (3 cases), Gingerroot (1 case), Rhuberry (1 case) & Farmgate (1 case)  
Provided by Client

### **Ceremony Chairs**

(200) Brown Vintage Mismatched Chairs & (14) Grace Two Seater Benches - by [REDACTED]

## Ceremony Area Set Up Arrangements

## Cocktail Hour Set up Arrangements

### **Hors D'oeuvres Catering Prep Tent**

(1) 32' Round Sperry Chef Tent and (10) 8' Rectangular Tables – provided by [REDACTED]  
*Located in Hors D'oeuvres Catering Tent*

### **Hors D'oeuvres Reception Tent**

(1) 46'x105' Oval Sperry Tent with Clear Side Curtains, Perimeter string lighting,  
(8) Copper Onion Lanterns – by [REDACTED]  
*Located in Front Lawn*

### **(4) Hors D'oeuvres Tent Lounges**

Each to consist of the following:  
(1) Fielding Sofa, (2) Fielding Chairs, (1) Barbary Coast Coffee Table  
Stylized with the following (2) Armida Candlesticks & (1) Metal Sphere  
*Located throughout Cocktail Area*

### **(4) Hors D'oeuvres Bars/Beverages**

(3) Wood Front Bar Wraps with (1) 6' Table Front Bar,  
(1) Galvanized & Wood Bar Wraps with (1) 8' Table Font Bar and  
(4) 6' Tables for Back Bars –by [REDACTED]  
Ivory Cotton Linens, Cashion Stripe Linens & Appointments - provided by [REDACTED]  
*Located within Cocktail Tent*

### **(2) Cheese & Meat Stations**

Each to consist of (1) Recycled Wooden and Iron Rolling Cart  
And assortment of Vintage Trunks & Suitcases to create the station- [REDACTED]  
Coordinating Appointments - by [REDACTED]  
*Located within Cocktail Tent*

### **(2) Farm Fresh Egg Stations**

Each to consist of (1) 7' Black Whitman Wood Block Table and (1) 6' Back Table- provided by [REDACTED]  
Coordinating Appointments - by [REDACTED]  
*Located within Cocktail Tent*

### **(2) Homemade Guacamole Stations**

Each to consist of (1) 7' Black Whitman Wood Block Table and (1) 6' Back Table- provided by [REDACTED]  
Coordinating Appointments - by [REDACTED]  
*Located within Cocktail Tent*

### **Hors D'oeuvres Seating Tables**

(6) 48" Round Table – provided by [REDACTED]  
(6) 120" Round Design Grey Linens - provided by [REDACTED]  
(36) Copper Lincoln Chairs – provided by [REDACTED]  
*Located within Cocktail Tent*

### **Cocktail High Tables**

(18) 30" Round Cocktail High Table – provided by [REDACTED]  
(6) 130" Round Glamour Linens with (6) Glamour Table Ties - provided by [REDACTED]  
(12) 130" Round Champagne Satin with Champagne Satin Table Ties – provided by [REDACTED]  
*Located within Cocktail Tent*

### **Seating Assignment Mirror Display**

*Located in Front of Detached Garage*



# STAFF NOTES



## Dinner/Reception Area Set Up Arrangements

### **Dinner Catering Prep Tent**

(1) 32'x 50' Oval Sperry Chef Tent & (20) 8' Rectangular Tables - provided by [REDACTED]  
*Located in Dinner Catering Prep Tent*

### **Celebration Tent**

(1) 46'x105' Oval Sperry Tent with Clear Side Curtains, Perimeter string lighting,  
(4) Cordif Chandelier with Rope &  
(4) Black Wrought Iron Chandeliers – arranged by [REDACTED]  
46'x105' Subfloor – arranged by [REDACTED]  
46'x105' Rustic Pine Plank Floor – [REDACTED]  
Nautical Rope Railing – by [REDACTED]  
*Located in Back Lawn*

### **Dancefloor Tent & Structure**

(1) 46'x65' Oval Sperry Tent – by [REDACTED]  
46'x65' Subfloor – arranged by [REDACTED]  
46'x65' Rustic Pine Plank Floor – [REDACTED]  
Nautical Rope Railing – by [REDACTED]  
*Located over Pool*

### **Transition Tent Walkway**

(1) Sperry Sailcloth Connector – by [REDACTED]  
8'x30' Subfloor – arranged by [REDACTED]  
8'x30' Rustic Pine Plank Floor – by [REDACTED]  
*Located between Pool & Back Lawn Tent*

### **DJ Table**

(1) 6' Table – provided by [REDACTED]  
(1) Rustic Wooden Table Wrap – provided by [REDACTED]  
(1) Ivory Cotton Linen – provided by [REDACTED]

### **(2) Dinner Bars/Beverages**

(2) Galvanized Bar Wraps with (2) 8' Table Font Bar and  
(2) 6' Tables with (1) Asher Cabinet for Back Bars – provided by [REDACTED]  
Ivory Cotton Linens, Cushion Linens & Appointments - provided by [REDACTED]  
*Located within Dinner Back Lawn*

### **Dinner Bar Lounges**

(4) Fielding Sofas, (8) Fielding Chairs, (2) Barbary Coast Coffee Tables,  
(8) Eden Stools & (4) Timber End Tables Stylized with the following (4) Armida Candlesticks & (2) Metal Sphere  
*Located outside by Dinner Bars*

### **Dessert Display**

(1) Jax Industrial Shelf, (2) Fairmount Cocktail Table, (1) Hugh Side Table,  
(2) Whitman Table – provided by [REDACTED]

## Seating Arrangements

### **(21) Guests Seating Tables**

(6) 72" Round Tables with 130" Round Sand Dune Linen - provided by [REDACTED]  
(5) 72" Round Tables with 130" Round Champagne Satin Underlay and a Belgian Lace Overlay – provided by [REDACTED]  
(8) 60" Square Wood Tables – provided by [REDACTED]  
(2) Chesterfield Rectangle Wood Tables – provided by [REDACTED]  
(190) Drift Oak Farm Chairs – provided by [REDACTED]  
(190) Driftwood Napkins – provided by [REDACTED]

### **(3) Vendor Seating Tables**

(8) *Guests at Each Table*  
(3) 60" Round Seating Tables – provided by [REDACTED]  
(24) White Plastic Folding Chairs – provided by [REDACTED]  
*Located Behind Dinner Catering Prep Tent*



# STAFF NOTES



## Menu Arrangements

### Butlered Hors D'oeuvres

#### **Spaghetti & Meatball Bird Nest**

Traditional Italian Meatball  
Enhanced Basil Pesto & Topped with  
Tomato confit  
*\*\* Served on a Clock*

#### **Fried Brussels Sprout - GF**

Topped with Maple Aioli  
Presented in Porcelain Spoons  
*\* Served On brown antique teak tray*

#### **Mini Smokey Chicken Taco**

Cherry Wood Smoked Chicken Thigh,  
Chipotle Ranch Sour Cream, Bourbon  
Pineapple Salsa, Topped with Micro Greens  
*\* Served on Recycled Teak Trays*

#### **Miniature Maryland Crab Cake - GF**

Topped with Lemon Chive Aioli  
*\* Served on mirror/glass tray*

### Cheese & Charcuterie Stations

#### **Artisan Cheese & Charcuterie Display *GF minus breads and crackers***

Assorted Local Crafted Cheeses & Charcuterie  
Accompanied by Heirloom Tomato Marmalade, Vanilla Bourbon Bacon Jam, Fig Jam,  
Roasted Garlic & Onion Jam, Pomegranate Balsamic Glaze, Rosemary Olive Oil, Chili Oil,  
Cherry Lemon Relish, Tomato Ginger Relish, Sweet Corn Relish & Fresh Honeycomb,  
Toasted Focaccia Slices, Assorted Sliced Artisan Bread, Crostini's & Assorted Crackers

### Farm Fresh Egg Station

#### **Deviled Egg Action Station *GF***

*Culinary to Create your One of a Kind Deviled Egg to Order!*

Suggestions and Toppings to Include:

Chesapeake – Crabmeat and Old Bay

Loaded – Bacon, Chives, and Cheddar

Buffalo – Bleu Cheese, Celery, and Hot Sauce

Green Eggs and Ham – Avocado and Pancetta

BLT – Bacon, Lettuce, Tomato

### Homemade Guacamole Station

#### **Guacamole Action Station *GF minus the chips***

*Culinary Team will be Present at the Station Creating Fresh Guacamole*

Enhanced with Cucumber, Diced Tomatoes, Red Onions, Sweet Lime Juice & Torn Cilantro  
Corn Tortilla Chips



# STAFF NOTES



## Served Dinner

### **Trio Soup Course**

*Presented on a Wood Plank*

#### **Trio of Soups**

Tri-Colored Tomato Soup Topped with Southern Grilled Cheese Crouton **GF minus crouton**  
Butternut Squash Bisque Soup with a Pumpkin Spiced Churro **GF minus churro**  
Maryland Cream of Corn & Crab Soup with Old Bay Seasoned Popcorn **GF**

### **Family Style Served Dinner**

*Presented on Platters & in Bowls at each Seating Table*

#### **Southern Bread Baskets**

Fresh Corn Muffins, Homemade Biscuits & Artisan Bread  
With Apple Butter, Whipped Cinnamon Butter & Homemade Whipped Butter

#### **Braised Beef Short Ribs **GF****

With Lemon Horseradish Gremolata and Demi Glaze

#### **Honey Pepper Fried Chicken**

Breaded Boneless Chicken Drizzled with Local Honey & Red Pepper Flakes

#### **Mashed Sweet Potatoes **GF****

With a French Lavender Seasoning

#### **Creamy Baked Macaroni & Cheese**

#### **Farm Fresh Vegetable Display **GF****

To include: Brussel Sprouts, Green Beans, Carrots, Zucchini & Squash

#### **Vegetarian Option **GF****

#### **Roasted Eggplant Roll**

Prepared with Fresh Spinach, Pistachio Pesto and Italian Bruschetta  
Atop of a Bed of Quinoa

## Vendor Meals

### **Family Style Served Dinner**

#### **Southern Bread Baskets**

Fresh Corn Muffins, Homemade Biscuits &  
Artisan Bread  
With Apple Butter, Whipped Cinnamon  
Butter & Homemade Whipped Butter

#### **Braised Beef Short Ribs **GF****

With Lemon Horseradish Gremolata and  
Demi Glaze

#### **Honey Pepper Fried Chicken**

Breaded Boneless Chicken Drizzled with  
Local Honey & Red Pepper Flakes

#### **Mashed Sweet Potatoes **GF****

With a French Lavender Seasoning

#### **Creamy Baked Macaroni & Cheese**

#### **Farm Fresh Vegetable Display **GF****

To include: Brussel Sprouts, Green Beans,  
Carrots, Zucchini & Squash



# STAFF NOTES



## Gourmet Coffee and Hot Tea Service

### **Gourmet Coffee & Hot Tea**

Presented with Cinnamon, Sugar, Sweet & Low, Gourmet Tea Bags, Lemons for Hot Tea and Half & Half

## Dessert Station

### **Mint Chocolate Chip Cheesecake Bite**

Topped with Milk Chocolate Shavings & Presented on a Chocolate Edible Spoon

### **Southern Banana Pudding**

A Rich Creamy Pudding Topped with Slices of Fresh Banana, Whipped Cream and Micro Mint  
Presented in a Golden Wafer Cup

### **Crepe Cake**

Layers and Layers of Thinly prepared Crepes and Ancho Chocolate Ganache Dusted with Confectioner's Sugar to give that Black Tie Look

### **Warm Sweet Potato Donut**

A Southern Charm of Sweet Potato Donut Holes  
Drizzled with Warm Spicy Caramel Sauce

### **Under the Moon Fig Pies**

A Twist of an Empanada Flaky Pastry Crust Filled with Stewed Figs Garnished with Confectioner's Sugar

### **Bourbon Pecan Apple Egg Roll**

Blend of Roasted Bourbon Pecans and Fresh Sliced Apples  
Rolled Together in an Egg Roll Wrapper and Fried Golden Brown

### **Engagement Ring Box**

Pate Choux Baked until Puffy  
And Filled with Almond Espresso Custard

### **Skillet Cobblers**

Assortment of Baked Peach, Cherry and Mixed Berry Cobblers  
Topped with Homemade Chantilly Cream

### **Smokey Pumpkin Urban Churn Ice Cream GF**

Presented with Miniature Rum Glazed Donuts  
*\*\*Tray Passed during Dessert hour\*\**

### **Gourmet Brownie Trio**

A Combination of S'mores, Turtle and Mint Chocolate Chip Brownies  
*\*\*Groom has requested some have no nuts\*\**

## Late Night Snacks

### **Bison Corn Dogs**

Dipped in Beer Batter and Fried  
Presented with Ale Mustard

### **Carolina Pulled Pork Slider**

Tangy Pulled Pork and Pineapple Slaw on a Brioche Roll

### **Homemade Pretzel Bites**

With Cheese Dip