

# My Bauerhaus Wedding Checklist

Many decisions surround your wedding day. Be sure you have considered everything by using this checklist in combination with advice from your professional Bauerhaus coordinator for a "Simple Elegance" experience.



## 12 months before...

- Select a date and time frame for your wedding. Be sure to have some "back-up" dates in mind just in case The Bauerhaus, Bauerhaus Mobile Catering or other preferred services are unavailable
- Contact a Bauerhaus professional coordinator to check availability and schedule your free consultation and tour
- Meet with clergy member; schedule pre-marital counseling, if necessary
- Select and book your ceremony location, if not doing at The Bauerhaus
- Contact a cake professional for your initial wedding cake appointment, call your coordinator to book the services you desire
- Contact your professional coordinator to reserve entertainment, musicians or DJ service for your reception
- Select and confirm a florist
- Select musicians/soloists for ceremony
- Select and confirm a photographer/videographer

## 6-12 months before...

- Begin to compile a guest list
- Schedule an appointment to shop for invitations, programs, thank you notes, napkins, favors, and announcements
- Select your wedding gown
- Select your bridal attendants and research gown styles
- Research and select men's attire, order correct sizes
- Select your wedding rings
- Register at local bridal registries
- Select a honeymoon location
- Schedule a time for your engagement photos
- Ask your coordinator about wedding insurance
- Send save-the-date cards or call all out-of-town guests to discuss date, time, location and accommodations
- Determine the type of wedding you want (day/night, indoor/outdoor, formal/casual).
- Set up joint accounts with your financial center and begin saving
- Arrange transportation for the day. limo, horse & carriage, vans, etc.

## 4-6 months before...

- Fine tune guest list
- Make final invitation, program, thank you note, napkin, favor, and announcement selections
- Prepare all maps and directions for the ceremony and reception
- Contact your photographer and schedule a bridal portrait
- Check blood test and marriage license requirements
- Finalize honeymoon plans
- Select hair and/or cosmetics specialist
- Reserve a block of hotel rooms for out of town guest
- Inform mothers to select their dresses

## 2-3 months before...

- Finalize ceremony details with officiant and your coordinator
- Contact The Bauerhaus or Bauerhaus Mobile Catering to finalize details such as menu, agenda, decorations, & colors
- Purchase wedding gift for spouse and bridal party
- Arrange ceremony rehearsal and rehearsal dinner details
- Mail invitations
- Send engagement announcement to local newspapers
- Complete DJ Information Form at [www.thebauerhaus.com](http://www.thebauerhaus.com) on the *My Bauerhaus Event* page
- Order hors d'oeuvres and party trays from Bauerhaus Catering for bridal shower and other upcoming wedding events

## 1 month before...

- Have final fitting for bridal gown and bridesmaids dresses
- Choose accessories for bridal gown and bridesmaid dresses such as lingerie, shoes, and jewelry
- Write thank-you notes for shower gifts and wedding gifts as they arrive
- Schedule a "trial run" for hair and makeup with your salon
- Complete name change documents
- Complete change-of-address information for post office, if necessary
- Finalize details with florist, photographer, videographer, cake professional and entertainment
- Plan the seating for the reception
- Inform or send invitations to persons about the rehearsal/rehearsal dinner
- Send pre-payment to The Bauerhaus or Bauerhaus Mobile Catering

## Two weeks before...

- Confirm honeymoon reservations
- Get your marriage license from city/county you are to be wed in
- Confirm all transportation plans to and from ceremony and reception
- Pick-up wedding attire and make sure everything fits
- "Break in" wedding shoes

## Ten days before...

- Review all received RSVPs and assemble a guest count
- Finalize seating chart and placement cards
- Contact The Bauerhaus to give tentative numbers and review details
- Confirm reservations from those invited to the rehearsal/rehearsal dinner
- Discuss final payment and outstanding balances with appropriate persons
- Contact any guests who have not sent a response for your event

## Five days to one day before...

- Add any newly received RSVPs to current guest count
- Contact The Bauerhaus or Bauerhaus Mobile Catering with final numbers and finalize all event details
- Pack for your honeymoon
- Drop off any extra decorations, favors, centerpieces with your coordinator
- Attend a day spa for manicures, pedicures and more pampering to relax
- Create wedding day emergency kit

## Wedding Day...

- Don't forget your wedding rings and marriage license
- Remain calm and try to relax
- Make sure to eat something
- Visit a salon for hair styling and make-up
- Pack a change of clothes for post-reception
- Bring along your checkbook, credit card or other form of payment for any outstanding balances
- Let The Bauerhaus or Bauerhaus Mobile Catering handle all the details and enjoy your day!

## Bauerhaus hospitality...



Six generations are now part of the legacy that has become the "Best Banquet Facility and Wedding Planners" in the Evansville Area.



"Wedding Reception Venue"

