

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.



12-18 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 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.
- Arrange transportation for the day. limo, horse & carriage, vans, etc.
- 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 our specialty linen selection to compliment your wedding theme.
- Send save-the-date cards or call all out-of-town guests to discuss date, time, location and accommodations.
- Ask your wedding coordinator about all your wedding details.
- Set up joint accounts with your financial center and begin saving.
- Schedule your tasting with Bauerhaus Pastry Chef.

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.
- Send prepayment to The Bauerhaus.

2-3 months before...

- Finalize ceremony details with officiant and your coordinator.
- Contact The Bauerhaus to finalize your reception menu, and event agenda.
- Discuss bar arrangements, including specialty cocktails for your reception.
- 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 on the wedding planning page.
- Order hors d' oeuvres and party trays from Bauerhaus Catering for bridalshower and other upcoming wedding events.

One 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 tentative guest numbers to your Bauerhaus wedding coordinator and finalize all details.

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.
- Contact any guests who have not sent a response to your event.

Ten days before...

- Review all received RSVPs and assemble a guest count.
- Finalize seating chart and placement cards.
- Confirm reservations from those invited to the rehearsal/rehearsal dinner.
- Discuss final payment and outstanding balances with appropriate persons.
- Contact The Bauerhaus with final guest numbers.

Five days before...

- Add any newly received RSVPs to current guest count.
- Make final payment with Bauerhaus.
- 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.
- Be prepared for any outstanding balances.
- Let The Bauerhaus 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.



"Best Wedding Planner"

