



KAHN'S CATERING
events • weddings • gatherings

12 month wedding checklist



from the little stuff to the big stuff

Our free wedding planning checklist guides you through 12+ months of the planning process, helping you to manage your time and to-do list – *right up until your big day and beyond!*

If you're organized, you'll have more time to enjoy the process. Whether you're two months away from your wedding date or 12, plan each stage with confidence! Kahn's Catering understands what it takes to create the special and momentous occasion that you've been dreaming of. From your first Pinterest board to the big day, use this check-list to help you check off your to-dos and keep every detail in place.

12+ MONTHS



- Determine a budget and who is contributing what. It's important to understand where you want to save and where you want to splurge based on your priorities.
- Think about the style of your wedding and begin gathering your ideas. Pinterest is a great tool for finding bridal inspiration and organizing it all in one location.
- Choose your wedding party and invite them to share in your special day with you!
- Create a wedding website. This is a great place to direct friends and family for information involving transportation, hotel accommodations and other special wedding details and events.
- Choose a date and 2 back-ups so you can be flexible.

11 MONTHS



- Start a wedding binder! Use a binder with separate sections to organize information you gather from potential vendors and to organize your contracts and other decisions you make for your special day.
- Begin touring venues and gathering information. Visit KahnCatering.com to see some of the best venues in Indianapolis and learn about each of their unique features.
- Start creating a preliminary guest list. You'll need your guest count when booking venues to get the most accurate proposal.
- Research vendors. We'd start with photographer, videographer, officiant, DJ and bands. Compile all your research in your wedding binder and use it to compare different services.
- If you are considering a wedding planner, now is the time to find one! Should a wedding planner seem too costly, consider a 'Day-of Coordinator'. Kahn's Catering will provide you with an Event Specialist that can help you coordinate your wedding day by working with you to create a timeline, select your menu and linens and remind you about all the little details that might be forgotten.

from the little stuff to the big stuff

10 MONTHS



- Get engagement photos taken. This is a great opportunity to find a photographer you would love to work with and see how well you work together. Consider it a trial run for your wedding day! You don't have to select your engagement photographer as your wedding photographer, but if you have someone you're truly interested in, use them for your engagement photos to give you a sense of how they work and how they will work with you.
- Purchase wedding dress and accessories. Need inspiration? Visit a wedding dress trunk show or bridal show!
- Reserve ceremony and reception venues. Continue to use your wedding binder to organize your contracts, deposit receipts and all other aspects of their service. You want to be sure what you are getting is put into writing.
- Book an officiant.
- Hire vendors such as photographer, videographer, caterer, DJ, florist and planner.
- Start browsing *Save the Dates*.
- Create a wedding website.
- Don't forget to get your engagement ring insured!
- Begin finalizing your guest list.

8 MONTHS



- Choose bridal party attire and accessories. Give your attendants clear instructions on how to place their order.
- Mail your *Save the Dates*!
- Continue to research, interview, and book vendors. Decide on arrangements with your floral designer, hire the DJ/Entertainment for your ceremony, cocktail hour and reception, and begin finalizing the style and wording of your wedding invitations with a Stationer.
- Refine guest list. Helpful tip: If you haven't spoken to them in 6 months, they don't have to be invited. It's a great idea to create categories of guests from family and friends that must attend, to those you'd like to attend, to others such as co-workers that don't necessarily need to.
- Create gift registries (and don't forget to update your wedding website!)
- Arrange hotel room blocks for out-of-town guests and book a suite for your wedding night.
- Begin planning honeymoon!

from the little stuff to the big stuff

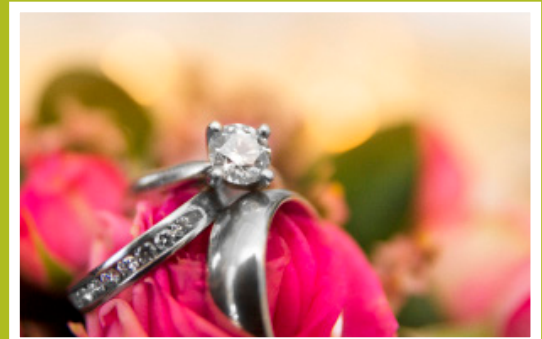
6 MONTHS



- Explore wedding day hair and makeup styles. Bring photos to your stylist to show them what you'd like your wedding day hair and makeup to look like and also let them know of any headpieces or hair accessories to include.
- Discuss ceremony plans with officiant.
- Select linens and other décor items.
- Decide on groomsmen attire.
- Book specialty transportation to and from venues.
- Purchase wedding bands.
- Shop and reserve men's formalwear.

We received nothing but praise about the food and your staff. The food was delicious (I wish I got to eat more), the presentation was beautiful, and the service was fantastic. You were a pleasure to work with.

BRANDON, GROOM
INDIANA STATE MUSEUM



4 MONTHS



- Choose flowers for wedding party, attendants, venues and cake!
- Schedule dress fittings.
- Book honeymoon flights and hotels.
- Book room for wedding night.
- Plan welcome baskets for out-of-town guests.
- Prepare the Play/Do Not Play lists for DJ and band.
- Finalize wedding guest list.
- Organize rehearsal dinner and rehearsal dinner guest list.
- Book rehearsal dinner venue.

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3 MONTHS



- Finalize honeymoon plans and ensure all documents are in order.
- Plan ceremony and reception seating.
- Do a hair and makeup trial.
- Purchase specialty items like toasting flutes, serving pieces, guest book, flower baskets, and ring bearer pillow.
- Finalize reception menu.

2 MONTHS



- Mail wedding invitations and begin organizing RSVPs as they arrive. Have a plan in place to record the RSVP and their meal choice.
- Begin writing vows.
- Create a wedding program.
- Apply for marriage license. Order 2-3 extra! Complete any name-change documents, if applicable.
- Finalizing seating arrangements.
- Finalize special playlists for DJs or musicians.
- Final fittings for wedding party and bride! Be sure your attendants have ordered all necessary attire.
- Finalize wedding day timeline for vendors, officiant and wedding party.
- Decide on your Something Old, New Borrowed and Blue!
- Book a spa or beauty treatment for you and your bridal party! Treat yourselves!
- Purchase attendant gifts.
- Finalize and confirm any readings your officiant will do, your shot list with both the photographer and videographer, song list for ceremony, cocktail hour and reception with your DJ and/or musicians, and finalize your wedding reception timeline including who's giving the toasts.

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1 MONTH



- Confirm all dates, times, locations and details with all vendors.
- Confirm honeymoon reservations.
- Pack for honeymoon.
- Pick up wedding rings and marriage license.
- Write *Thank You* notes as gifts are received.



2 WEEKS



- Follow up with guests who have not RSVP'd.
- Give final guest count to your Event Specialists 5 working days before your event.
- Update registries.
- Begin breaking in your wedding shoes for an evening of dancing!
- Make arrangements for the caring of pets and plans while on honeymoon.
- Get final haircut and color if needed.
- Delegate wedding day duties such as who will be in charge of gathering gifts from the gift table and guest book from venue.
- Delegate someone to return tuxes, rentals and tend to wedding dress.
- Send directions to wedding day limo/transportation driver!

1 WEEK



- Five working days before your wedding reception, call Kahn's Catering with your final guest count.
- Prepare final payments to vendors.
- Lay out wedding clothes.
- Prepare wedding day emergency kit.
- Treat yourself and the bridal party at the spa!

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1 WEEK CONT



- Be sure everyone involved in the ceremony, including parents of the bride and groom, and attendants have a wedding day timeline so everyone understands where they need to be and when.
- If planning for an outdoor ceremony, be sure to check the weather and to confirm with your venue that a contingency plan is in place in the event of poor weather.

DAY BEFORE



- Deliver welcome baskets.
- Get the ultimate mani/pedi.
- Be sure all wedding-day items are packed or laid out and ready to go! Don't forget the ring, marriage license, and any payments that need to be made in person with vendors. Don't forget to designate someone you trust to handle any last minute payments at your reception. You'll be too busy getting married to worry about that!
- Attend wedding rehearsal.
- Have a fun rehearsal dinner!
- Get to bed at a decent hour!

WEDDING DAY



- Eat a good breakfast! Allow yourself plenty of time to get ready.
- Give rings to best man.
- Relax, smile and soak in every single moment!

DAY AFTER



- Have a designated person return rented tuxes for the groom and his groomsmen.
- Get your dress to the dry cleaner for cleaning and preservation.
- Pickup gifts from whoever was responsible for gathering them at your reception.
- Get ready to leave for the honeymoon!

