

2026



Wedding Planner



www.karemevents.com



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PART 1

Introduction





WELCOME AND CONGRATULATIONS!

Congratulations on your engagement! What an exciting chapter to begin!

We're delighted to be part of your journey. As you start planning your wedding, it's completely natural to feel both thrilled and a little overwhelmed. With so many details and decisions, knowing where to begin can feel challenging.

That's where we come in. You don't have to plan it all on your own.

Our wedding planner is designed to support you at every stage of the process. It's intuitive, flexible, and helps you stay organized while bringing your vision to life, so planning feels enjoyable, not stressful.

From budgeting and venue or vendor management to guest lists, invitations, attire, décor, and day-of coordination, everything you need is in one place. Our planner guides you from start to finish, giving you clarity, control, and confidence as you create a wedding that truly reflects you.

Let's get started on something unforgettable.

HOW TO USE THE PLANNER

Start by working through the planner chapter by chapter, from beginning to end. You can complete it by hand or use it digitally—whichever suits your style best. Following this structure will help you track your progress and stay organized throughout the planning journey.

Our wedding planner is thoughtfully designed to support you at every step. With its clear layout and easy-to-use format, you can manage all the details with confidence and enjoy the process along the way. With this planner by your side, you'll have all the tools to bring your dream wedding to life.

Let's begin!



PART 2

Budget



SETTING A REALISTIC BUDGET

One of the first and most important steps in planning your wedding is setting a realistic budget. Having a clear budget helps you prioritize what matters most and turn your vision into reality without unnecessary stress.

When defining your budget, take into account your income, savings, and any contributions from family members. Being honest about what feels comfortable to spend will allow you to enjoy your special day with confidence, knowing everything is thoughtfully planned and within reach.

SAVINGS	
CONTRIBUTIONS	
BUDGET	

IDENTIFYING TOP PRIORITIES

Once your budget is set, the next step is to define your priorities. Think about what matters most to you for your wedding day—is it the venue, the food, the décor, or something else entirely?

List your top priorities and focus most of your budget on those elements. This approach helps ensure the details that matter most to you truly shine, while giving you flexibility to save on areas that are less important.



PRIORITIES LIST - WHAT'S IMPORTANT TO ME





ALLOCATING FUNDS FOR DIFFERENT ASPECTS OF THE WEDDING

Once your top priorities are clear, the next step is to thoughtfully allocate your budget across the different elements of your wedding. Decide how much you'd like to invest in key areas such as the venue, catering, photography, attire, and décor. Don't forget to account for additional costs like transportation or accommodations for out-of-town guests. This approach will help you stay organized, make informed decisions, and keep your spending balanced throughout the planning process.

Venue rental and fees	
Catering and food costs	
Wedding attire, including the bride's dress and the groom's suit	
Wedding party attire, including bridesmaid dresses and groomsmen suits	
Wedding rings	
Photographer and videographer fees	
Decor and flowers	
Wedding Cake	
DJ or live music entertainment	
Wedding favors or gifts for guests	
Transportation costs, such as limousine or shuttle rentals	
Hair and makeup for the bride and wedding party	
Officiant fees	
Invitations and other stationery	
Wedding planner or coordinator fees	
Venue and vendor tips or gratuities	
Accommodations for out -of-town guests	
Wedding insurance	
Post-wedding expenses such as thank-you notes and cleaning fees	

PART 3

Venue



YOUR DREAM VENUE

Choosing the right venue for your wedding is a key decision in the planning process. Before you start researching venues, determine what type of venue you desire.

ANSWER THE FOLLOWING QUESTIONS TO GET CLOSER TO YOUR DREAM VENUE:

What type of atmosphere do I want for my wedding? Do I want a rustic, outdoor vibe or a more formal, traditional setting?	
How many guests do I plan to invite? Do I need a large venue to accommodate all of my guests, or is a more intimate setting preferable?	
What type of activities do I want to include in my wedding? Do I need a venue with space for dancing, live music, or other entertainment?	
What is my budget for the venue? Should I consider more affordable options, or is my budget flexible enough for a more luxurious venue?	



RESEARCHING AND COMPARING DIFFERENT VENUE OPTIONS





MANAGING VENDOR CONTRACTS AND LOGISTICS FOR THE VENUE

Once the venue is confirmed, the next step is to focus on vendor contracts and logistics. We'll work closely with the venue to schedule vendor deliveries, manage setup and cleanup, and ensure all necessary permits and insurance are in place. Keeping clear records of venue-related contracts and payments, and sharing any updates or changes with the venue team promptly, is essential for a smooth process.

With Karem Events by your side, we'll handle the items marked in the checklist using our team and resources, and provide guidance for the rest, making this stage seamless and stress-free for you.

VENUE LOGISTICS CHECKLIST:

- ☒ **Venue layout:** Determine the layout of the venue, including where the ceremony and reception will be held, where guests will enter and exit, and where any other important areas (like the bar or dance floor) will be located.
- ☒ **Rental items:** Coordinate any rental items you may need with the venue, such as tables, chairs, linens, and dinnerware.
- ☐ **Catering:** If the venue has a catering service, work with the venue to select a menu and arrange for any special dietary needs or requests.
- ☒ **Outside vendors:** If you're working with outside vendors for catering, photography, or other services, make sure the venue knows about the vendor's arrival time and any other important logistics.
- ☒ **Parking:** Work with the venue to arrange for parking for your guests, including any valet services or parking permits that may be needed.
- ☒ **Timeline:** Coordinate the timeline of the wedding day with the venue staff, including when vendors will arrive, when guests will be seated, and when various events (like the first dance or cake cutting) will take place.
- ☒ **Setup and cleanup:** Work with the venue to arrange for setup and cleanup of the space before and after the wedding day.
- ☒ **Lighting and sound:** Coordinate any lighting or sound needs with the venue, including any equipment rental or setup that may be needed.

- ☒ **Decorations:** Discuss any decorations or special details that you want to include in the venue, and coordinate setup and removal of these items with the venue staff
- ☐ **Guest accommodations:** If the venue has on-site accommodations for guests, coordinate any reservations or special requests with the venue.



VENUE LAYOUT CHECKLIST

Let's plan the layout and seating arrangement for your ceremony. Will you be envisioning a traditional altar or an arch, and where would you like it positioned? Do you prefer classic rows of seating, or a more intimate circular setup?

- ☐ **Ceremony space:** Determine the layout and seating arrangement for the ceremony space. Will you have a traditional altar or arch, and where will it be located? Will the seating be arranged in rows or a circular setting?
- ☐ **Reception space:** Determine the layout of the reception space, including the location of tables, chairs, and any other furniture or decor items. Will there be a dance floor, and where will it be located?
- ☒ **Cocktail hour space:** If you're having a cocktail hour, determine the layout of the space and the location of the bar, appetizers, and any other elements.
- ☒ **Guest entrance and exit:** Determine the location of the guest entrance and exit, and ensure that it is easily accessible and well-marked.
- ☒ **Vendor entrance and exit:** Determine the location of the vendor entrance and exit, and ensure that it is clearly marked and easily accessible for deliveries and setup.

- ☒ **Restrooms:** Determine the location of the restrooms, and ensure that they are easily accessible for guests.
- ☐ **Bridal suite and groom's room:** Determine the location of the bridal suite and groom's room, and ensure that they are easily accessible and well-equipped for the wedding party.
- ☐ **Gift table and guest book:** Determine the location of the gift table and guest book, and ensure that they are easily accessible for guests.
- ☐ **Food and beverage service areas:** Determine the location of the food and beverage service areas, and ensure that they are easily accessible for catering staff.
- ☒ **Lighting and sound equipment:** Determine the location of any lighting and sound equipment, and ensure that it is properly installed and functional.



RENTAL ITEM CHECKLIST

- ☒ **Tables:** Determine the number and size of tables needed for your wedding reception, ceremony, and any other events. Consider round or rectangular tables, and whether or not you'll need a sweetheart or head table.
- ☒ **Chairs:** Determine the number and type of chairs needed for your wedding reception, ceremony, and any other events. Consider options such as standard folding chairs, Chiavari chairs, or upholstered chairs.
- ☒ **Linens:** Determine the type and color of linens needed for your wedding reception, ceremony, and any other events. Consider options such as tablecloths, napkins, and chair covers.



- ☐ **Dinnerware:** Determine the type and quantity of dinnerware needed for your wedding reception, including plates, glasses, silverware, and serving dishes.
- ☐ **Decorations:** Determine the type and quantity of decorations needed for your wedding, such as centerpieces, candles, vases, and other decor items.
- ☒ **Lighting:** Determine the type and quantity of lighting needed for your wedding, such as string lights, chandeliers, and uplighting.
- ☒ **Tents and canopies:** Determine if you need to rent a tent or canopy to provide shade or protection from the elements for your wedding ceremony or reception.
- ☒ **Dance floor:** Determine the size and type of dance floor needed for your wedding reception.
- ☒ **Audiovisual equipment:** Determine if you need to rent audiovisual equipment such as a sound system, projector, or screen for your wedding ceremony or reception.
- ☒ **Lounge furniture:** Determine if you want to rent lounge furniture such as couches, chairs, and coffee tables for a cozy seating area at your wedding reception.

CATERING CHECKLIST

- ☐ **Menu:** Select a menu with your catering service that fits your budget, dietary restrictions, and personal preferences.
- ☐ **Catering staff:** Coordinate the number and duties of catering staff needed for your wedding, such as servers, bartenders, and chefs.
- ☐ **Beverages:** Determine the type and quantity of beverages needed for your wedding reception, including alcoholic and non-alcoholic drinks.
- ☐ **Bar service:** Determine if you want a full bar or a limited bar service, and coordinate any additional bartending supplies such as glasses, ice, and mixers.
- ☐ **Catering equipment:** Determine if you need any additional equipment for your catering service, such as chafing dishes, serving utensils, and warming trays.
- ☒ **Special dietary needs:** Coordinate any special dietary needs or requests with your catering service, such as vegetarian or gluten-free options.
- ☒ **Service schedule:** Coordinate the timing of catering service with your wedding schedule, including setup, service, and cleanup.

- ☐ **Catering contract:** Review and sign a contract with your catering service that includes all menu items, pricing, and other details of the service.
- ☐ **Tasting:** Schedule a tasting with your catering service to sample menu items and ensure that everything meets your expectations.
- ☐ **Additional services:** Coordinate any additional catering services you may need, such as a cake-cutting service or late-night snacks.



SET UP CHECKLIST

- ☒ **Tables and chairs:** Ensure that all tables and chairs are set up and arranged according to your layout plan.
- ☒ **Linens:** Ensure all tablecloths, napkins, and other linens are clean, pressed, and properly placed on the tables.
- ☒ **Place settings:** Set out all plates, glasses, silverware, and serving dishes in their proper place settings.
- ☒ **Decorations:** Set up all decorations, such as centerpieces, candles, and other decor items, according to your design plan.
- ☒ **Lighting and sound equipment:** Set up any lighting or sound equipment you will use for your wedding ceremony or reception.
- ☒ **Food and beverage stations:** Set up all food and beverage stations, such as the bar, buffet, or cake table, according to your design plan.

- ✓ **Ceremony items:** Set up any items you will for your wedding ceremonies, such as the altar, aisle runner, and seating arrangements.
- ✓ **Signage:** Set up signs or directional markers to help guide guests to their seats or important areas, such as the restrooms or gift tables.
- ✓ **Lounge furniture:** Set up any lounge furniture that you have rented, such as couches, chairs, and coffee tables, for a comfortable seating area.
- ✓ **Bridal suite and groom's room:** Make sure the bridal suite and groom's room are properly set up with everything the wedding party needs, such as mirrors, seating, and refreshments.





CLEAN UP CHECKLIST

- ☒ **Remove all decorations:** Take down and remove all decorations, including centerpieces, candles, and any other decor items.
- ☐ **Clean up food and beverage stations:** Remove any remaining food or beverages and clean up any spills or messes.
- ☒ **Remove tables and chairs:** Take down and remove all tables and chairs, and properly store them according to rental company or venue instructions.
- ☒ **Remove linens:** Remove all tablecloths, napkins, and other linens, and properly store them according to rental company or venue instructions.
- ☒ **Clean up trash and litter:** Remove any trash and litter from the ceremony and reception areas, and properly dispose of it.
- ☒ **Remove any rented equipment:** Remove any rented equipment, such as audiovisual equipment, lighting, or tents, and properly store them according to rental company or venue instructions.
- ☐ **Clean up bridal suite and groom's room:** Ensure that the bridal suite and groom's room are properly cleaned up and that all personal belongings are removed.
- ☒ **Return any borrowed items:** Return any items borrowed from family or friends, such as a cake knife or guest book.
- ☒ **Check for lost and found items:** Check for any lost and found items and arrange for their return to their rightful owner.
- ☒ **Thank your vendors:** Send a thank you note or email to your vendors to express your appreciation for their services.



PART 4

Vendary





IDENTIFYING NECESSARY VENDORS

The first step in choosing your wedding vendors is understanding which services you'll need. These may include catering, photography, florals, music, entertainment, and more. Based on your overall vision and budget, we'll guide you in selecting the vendors that best suit your celebration. Some of these services will be handled directly by **Kareem Events** through our trusted vendors, clearly marked in the list, while for the remaining services we'll gladly advise, recommend, and support you throughout the decision-making process.

CHECK WHICH VENDORS YOU'LL NEED

- ☒ Wedding planner/coordinator
- ☐ Caterer
- ☐ Baker/cake designer
- ☒ Florist
- ☐ Photographer
- ☐ Videographer
- ☐ Musicians/DJ/band
- ☐ Officiant
- ☐ Hair stylist
- ☐ Makeup artist
- ☒ Transportation provider (limo, bus, etc.)
- ☐ Wedding dress/tuxedo provider
- ☐ Stationery provider (invitations, programs, etc.)
- ☒ Rentals provider (tables, chairs, linens, etc.)
- ☒ Lighting provider
- ☒ Audiovisual equipment provider
- ☐ Photo booth provider
- ☐ Live event painter
- ☐ Calligrapher
- ☐ Favors provider
- ☐ Wedding website provider
- ☐ Accommodations provider (hotel, Airbnb, etc.)
- ☐ Travel agent (for honeymoon planning)
- ☐ Jewelry provider
- ☐ Wedding insurance provider



NEGOTIATING CONTRACT & BOOKING VENDORS

Once you've chosen the perfect vendor, move forward by negotiating the contract and securing their services. Be sure the contract clearly outlines all essential details, including the wedding date, time, location, and the specific services provided. Take the time to review the terms and conditions carefully, and don't hesitate to ask any questions before signing.

CHECKLIST

- ☐ **Services Provided:** What specific services are included in the contract? Are there any additional services that can be added?
- ☐ **Fees:** What are the fees for the services provided? Are there any additional fees such as travel or overtime fees?
- ☐ **Payment Schedule:** What is the payment schedule for the services provided? Is there a deposit required to secure the date? When is the balance due?
- ☐ **Cancellation Policy:** What is the cancellation policy if you need to cancel the services? Will you receive a refund?
- ☐ **Rescheduling Policy:** What is the policy if you need to reschedule the services due to unforeseen circumstances, such as illness or weather-related issues?
- ☐ **Deliverables:** What specific deliverables are included in the contract? What is the timeline for delivery?
- ☐ **Liability:** Who is responsible for any damages or accidents that may occur during the services?
- ☐ **Performance:** What is the vendor's policy for no-shows or late arrivals? What is their policy if they are unable to perform their services due to unforeseen circumstances?
- ☐ **Changes:** What is the process for making changes to the contract, such as adding or removing services?
- ☐ **Contact Information:** Who should you contact in case of any questions or issues with the services provided? What is the best method of contact?



MANAGING VENDOR RELATIONSHIPS AND PAYMENTS

Once your vendors are booked, clear communication and shared details help everything flow smoothly. From timelines to payments, every step matters—and at Karem Events, we handle most of the vendor management for you, so you can relax and fully enjoy the magic of your journey.

COMMUNICATION TIMELINE

6 to 12 months before the wedding

- Research and identify potential vendors in your area
- Reach out to vendors to request information and availability
- Schedule consultations with potential vendors
- Finalize vendor contracts and fees

1 month before the wedding

- Confirm all vendor details, including date, time, location, and services provided
- Confirm payment balances and due dates
- Provide vendors with any necessary updates or changes to the event details

Day of the wedding

- Work with vendors to ensure that everything runs smoothly and according to the timeline
- Provide vendors with any last-minute updates or changes
- Confirm vendor payment and gratuity

3 to 6 months before the wedding

- Work with vendors to finalize event details and specific services needed
- Review vendor contracts and confirm all details
- Send deposit payments or schedule payment deadlines
- Schedule final consultations with vendors

1 week before the wedding

- Finalize event timeline and share with all vendors
- Confirm all vendor details and any last-minute changes
- Provide vendors with final guest count

PART 5

Guest List & Invitations





CREATING A GUEST LIST

Creating your guest list is one of the most important steps in planning your wedding. Start by listing everyone you'd love to invite, then refine the list by considering key factors such as your budget and the venue's capacity. Be sure to include family members, close friends, and the special people who truly matter to you.

At **Karem Events**, we make this process easier and more organized by using a dedicated online platform to manage guest lists and handle RSVPs digitally. When you work with us, you'll automatically have access to this platform, allowing you to track invitations, responses, and updates smoothly and stress-free.

All events

Overview

Questionnaires

Guestlist

RSVP

E-Card

Floorplans

To-do

Timeline

Quick Links

Accommodation

Website

Vendor Hub

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+

+

+

Guests

+

Add guest

	First name	Last name	Email	Phone	Age	Attendance
Add new +						

Let's start building your guestlist

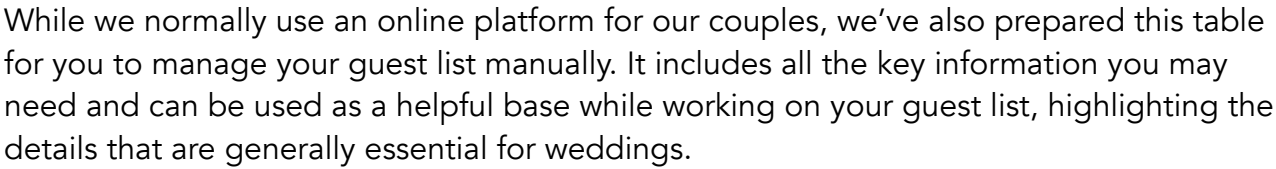
You can either import an existing guestlist or start adding guests right in here

Import guestlist

Add guests

KAR EM

Feature request

[illegible]

DESIGNING & ORDERING INVITATIONS

Once your guest list is finalized, it's time to design and order your wedding invitations. Select a design that reflects your wedding style and theme, and make sure to include all essential details such as the date, time, and location. Before sending them to print, carefully proofread the invitations to ensure all information is accurate.

INVITATION TEMPLATE



KAREM EVENTS DIGITAL INVITATION AND RSVP SERVICES

At Karem Events, we support our couples throughout the invitation and RSVP process via our online wedding management platform, making communication simple and seamless. Our services include:

- A template wedding website available through our digital wedding planning and management platform
- Design support with an external service provider if our templates do not fully meet your needs
- Save-the-date cards
- RSVP management and guest response collection
- WhatsApp broadcast messaging for sending invitations and managing RSVP communication
- Email communication services



WEDDING INVITATION TIMELINE

6 to 8 months before the wedding

- Determine the date, time, and location of the wedding
- Choose a wedding invitation design that fits your wedding style and theme
- Order wedding invitations and envelopes
- Consider ordering save-the-date cards to send out before the invitations
- Create a guest list and determine the number of invitations needed
- Decide on the wording and formatting of the invitation
- Include any additional enclosure cards, such as directions or lodging information

4 to 6 months before the wedding

- Begin creating the seating chart and table assignments
- Group guests together by family, friends, or common interests
- Consider any special needs of guests, such as dietary restrictions or mobility issues
- Label each table and create table numbers or names
- Consider providing a seating chart display for guests to view upon entering the reception space

1 week before the wedding

- Finalize the seating chart and table assignments
- Share the seating chart with the venue, caterer, and wedding planner
- Provide any necessary information about guests to the venue or caterer, such as meal preferences or special needs
- Print out place cards or escort cards for each guest and assign each to their seat

Day of the wedding

- Set up the place cards or escort cards on the tables
- Provide the venue or caterer with the final guest count and any last-minute changes to the seating chart
- Coordinate with the venue or wedding planner to make any necessary adjustments to the seating arrangements, such as adding or removing chairs



MANAGING SEATING ARRANGEMENTS

Once the invitations are sent, it's important to stay on top of RSVPs and seating arrangements. Keep an organized record of all responses and gently follow up with guests who haven't replied. This information will help you create the seating plan and table assignments, which should then be shared with your caterer, venue, and wedding planner to ensure everything runs smoothly.

1 to 2 months before the wedding

- Finalize the guest list and obtain any necessary RSVP responses
- Work with the caterer or venue to determine the layout of the reception space and the number of tables needed
- Create a list of all guests and their meal preferences, if applicable
- Decide on the type of seating arrangements you would like, such as assigned seating or open seating

1 week before the wedding

- Finalize the seating chart and table assignments
- Share the seating chart with the venue, caterer, and wedding planner
- Provide any necessary information about guests to the venue or caterer, such as meal preferences or special needs
- Print out place cards or escort cards for each guest and assign each to their seat

2 to 3 weeks before the wedding

- Begin creating the seating chart and table assignments
- Group guests together by family, friends, or common interests
- Consider any special needs of guests, such as dietary restrictions or mobility issues
- Label each table and create table numbers or names
- Consider providing a seating chart display for guests to view upon entering the reception space

Day of the wedding

- Set up the place cards or escort cards on the tables
- Provide the venue or caterer with the final guest count and any last-minute changes to the seating chart
- Coordinate with the venue or wedding planner to make any necessary adjustments to the seating arrangements, such as adding or removing chairs



COORDINATING TRANSPORTATION & ACCOMMODATIONS FOR GUEST

For guests traveling from out of town, thoughtful planning around accommodations and transportation is key. We recommend reserving a block of hotel rooms and arranging transfers to and from the wedding venue. Sharing information through your wedding website or message broadcasts about local attractions and activities will also help your guests enjoy their stay to the fullest.

Guest Information

- Name of guest(s)
- Number of guests in party
- Phone number and email address
- Arrival and departure date and time arrangements

Transportation

- Mode of transportation (e.g. flight, car rental, etc.)
- Arrival and departure transportation details (e.g. flight number, pick-up location, etc.)
- Special transportation needs (e.g. accessibility needs)
- Transportation contact information (e.g. phone number or email address)

Accommodations

- Name and location of hotel or lodging
- Reservation confirmation number Room type and number of beds
- Check-in and check-out date and time
- Special accommodation needs (e.g. accessibility needs)
- Accommodation contact information (e.g. phone number or email address)

Local Attraction & Activities

- List of recommended local attractions and activities
- Address, phone number, and website of each attraction/activity
- Brief description of each attraction/activity
- Transportation information to get to each attraction/activity

PART 6

Wedding Party Affair



SELECTING & COORDINATING THE WEDDING PARTY

Selecting and coordinating your wedding party is an important part of the planning journey. Choose people who are truly special to you and who can support you both during the planning process and on your wedding day. Once your wedding party is confirmed, keep in regular touch to make sure everyone is aligned on expectations, roles, and responsibilities.

WEDDING PARTY TIMELINE

6 to 12 months before the wedding

- Decide on the number of individuals you would like in your wedding party
- Consider the roles and responsibilities of each member of the wedding party
- Ask potential members of the wedding party to participate
- Consider scheduling a wedding party get-together to celebrate and discuss expectations

1 month before the wedding

- Confirm the attire for the wedding party and ensure that everyone has what they need
- Confirm hair and makeup appointments and make any necessary changes
- Review any last-minute details with the wedding party, such as the timeline for the day-of or any special roles they will play

3 to 6 months before the wedding

- Select the attire for the wedding party and coordinate fittings
- Schedule hair and makeup appointments for the wedding party
- Work with the wedding party to plan any pre-wedding events, such as a bachelor/ bachelorette party, welcome mixer or a rehearsal dinner
- Communicate regularly with the wedding party to ensure that everyone is on the same page regarding expectations and responsibilities

Day of the wedding

- Ensure that the wedding party has arrived and is ready on time
- Coordinate transportation to and from the wedding venue
- Provide any necessary information or instructions to the wedding party regarding their roles in the ceremony and reception
- Celebrate with your wedding party!

WEDDING PARTY TASKS

It's important to clearly communicate the wedding party's roles in advance, so they know they'll have certain responsibilities on the day. This helps ensure everything runs smoothly and the celebration feels seamless for everyone.

- ☐ Assisting with pre-wedding events, such as the bridal shower or bachelor/ bachelorette parties
- ☐ Helping with wedding planning tasks, such as selecting attire or decorations
- ☐ Participating in the wedding rehearsal and ceremony
- ☐ Helping to coordinate transportation and logistics for the wedding day
- ☐ Helping wedding planners to identify the key people responsible for each moment, ensuring the event runs smoothly when it's time for their cues.
- ☐ Making speeches or toasts at the reception
- ☐ Assisting with on-the-day tasks, such as distributing programs or helping with the guest book
- ☐ Providing emotional support to the couple throughout the planning process and on the wedding day



CHOOSING ATTIRE FOR THE WEDDING PARTY & COORDINATING FITTINGS

Choosing the wedding party's attire is an important step and is best handled early in the planning process. When selecting dresses or suits, keep the overall style and theme of the wedding in mind. Coordinating fittings and alterations in advance will help ensure everyone feels comfortable and looks their best on the big day.

VISION BOARD

- ☐ **Gather Inspiration:** Collect images from wedding magazines, Pinterest, Instagram, or other sources that inspire you. Save the images to your computer or phone so that you can easily access them while working on your planner.
- ☐ **Print Images:** Print out the images you have gathered in a size that fits your planner. You can use your home printer or print the images at a print shop.
- ☐ **Glue or Tape Images:** Glue or tape the printed images onto the designated pages in your planner. Consider organizing the images by categories, such as dress styles, makeup looks, and hairstyles.
- ☐ **Personalize Your Vision Board:** Add personal touches to your vision board by including quotes, monograms, or other elements that represent your style or personality.
- ☐ **Edit Your Board:** Step back and take a look at your vision board as a whole. Edit your board as needed by removing images that don't fit or adding in new ones that better represent your vision.
- ☐ **Refine Your Style:** Use your vision board as a reference point when selecting your wedding dress, accessories, hair, and makeup. Refine your style based on the elements you included on your vision board and make sure they work together as a cohesive look.



DRESSES	HAIR STYLES	MAKE UP	ACCESSORIES



FINDING YOUR PERFECT DRESS

Selecting and coordinating your wedding party is an important part of the planning journey. Choose people who are truly special to you and who will be there to support you both during the planning process and on your wedding day. Once your wedding party is confirmed, staying in regular communication will help ensure everyone feels involved and aligned every step of the way.

RESEARCH

- Browse bridal magazines and explore online sources to gather inspiration and identify styles you love.
- Keep your wedding's level of formality and the season in mind.
- Take some time to research bridal boutiques and stores in your area to see what options are available.



HAVE A BUDGET

- Before you begin shopping, take some time to determine your budget.
- Be open about it when booking appointments and trying on dresses
- Don't forget to include the cost of alterations and accessories in your overall plan.

CONSIDER ALTERATIONS

- Be prepared to have the dress altered to fit you perfectly.
- Ask the bridal shop staff about their alteration services or recommended tailors.
- Plan enough time for alterations to be completed before the wedding day.

BRING THE RIGHT PEOPLE

- Decide who you want to bring with you when you try on dresses.
- Bring people who are supportive and whose opinions you trust.
- Limit the number of people to avoid confusion and conflicting opinions.

BE OPEN MINDED

- Try on a variety of styles, even ones you may not think you'll like.
- Take the advice of the bridal shop staff and your trusted companions.
- Remember that what looks good on a hanger may not look good on you.

MAKE THE FINAL DECISION

- Take your time and don't rush your decision.
- Consider how you feel in the dress and how it makes you look.
- Be sure the dress fits the formality and season of your wedding.

ARRANGING HAIR & MAKEUP APPOINTMENTS

Hair and makeup play an important role in the wedding day experience for both the bride and the wedding party. To ensure availability, it's best to book your hair and makeup artist well in advance. Be sure to share any preferences or special requests ahead of time so everything can be tailored perfectly to your vision.

- ☐ Research hair and makeup artists in your area and read reviews
- ☐ Schedule consultations with potential artists to discuss your vision and preferences
- ☐ Decide on your desired hair and makeup styles
- ☐ Book your hair and makeup artists for your wedding day and schedule hair and makeup trials
- ☐ Schedule a hair and makeup trial with your chosen artists to ensure that your desired styles are achieved
- ☐ Bring photos of your desired hair and makeup styles to the trial appointments
- ☐ Make sure to communicate any preferences or special requests to the artists
- ☐ Decide on any hair or makeup accessories, such as a veil or hair clip
- ☐ Confirm the details of your hair and makeup appointments, including the date, time, and location, one week before the wedding



- ☐ Do any necessary hair or skincare treatments in preparation for the big day, such as a facial or hair trim, one week before the wedding
- ☐ Make sure to bring any necessary hair or makeup accessories to the appointments on the wedding day
- ☐ Arrive on time to your hair and makeup appointments on the wedding day
- ☐ Bring photos of your desired hair and makeup styles and any necessary accessories to the appointments
- ☐ Communicate any last-minute changes or preferences to the artists on the wedding day
- ☐ Relax and enjoy the process of getting ready for your special day

STYLING CHECKLIST FOR YOUR BIG DAY

Hair and makeup play an important role in the wedding day for both the bride and the wedding party. To ensure availability, it's best to book your hair and makeup artist well in advance. Be sure to share any preferences or special requests with the artist ahead of time so everything is perfectly tailored to you.

CLOTHING AND ACCESSORIES

- ☐ Wedding Dress/Suit
- ☐ Veil/Headpiece
- ☐ Shoes (For the ceremony and more comfortable ones for later)
- ☐ Undergarments (bra, panties, shape wear, etc.)
- ☐ Jewelry (earrings, necklace, bracelets, etc.)
- ☐ Cufflinks/Tie Clip
- ☐ Handbag/Clutch
- ☐ Garter
- ☐ Robe or Cover-Up

HAIR AND MAKEUP

- ☐ Hair Styling Tools (hair dryer, curling iron, straightener)
- ☐ Hair Products (hair spray, mousse, heat protectant, etc.)
- ☐ Bobby Pins/Hair Ties

- ☐ Makeup Products (foundation, concealer, blush, eyeshadow, lipstick, etc.)
- ☐ Makeup Brushes
- ☐ False Eyelashes
- ☐ Makeup Remover
- ☐ Cotton Swabs

OTHER ESSENTIALS

- ☐ Phone Charger
- ☐ Snacks and Water
- ☐ Tissues
- ☐ Sewing Kit (needle, thread, safety pins, etc.)
- ☐ Lint Roller
- ☐ Perfume/Cologne
- ☐ Sunscreen
- ☐ Deodorant
- ☐ Toothbrush and Toothpaste
- ☐ Mouthwash
- ☐ Advil or other pain relievers
- ☐ Timeline and Miscellaneous:



Love is
the
whole
thing

PART 7

Decor & Details



DEVELOPING A THEME OR STYLE FOR THE WEDDING

When planning your wedding, it's helpful to start by defining the overall theme or style you envision. This will guide your choices—from décor and attire to music and atmosphere. Take into account your personal taste, the season and location of your celebration, and any cultural or religious traditions you'd like to include.

VISION BOARD

Use the following sections to create vision boards for each area that requires decoration, capturing the details and style of your wedding in a clear and inspiring way.

- ☐ **Gather Inspiration:** Collect images from wedding magazines, Pinterest, Instagram, or other sources that inspire you. Save the images to your phone or create a Pinterest board of your own so that you can easily access them while working on your planner.
- ☐ **Print Images:** Print out the images you have gathered in a size that fits your planner. You can use your home printer or print the images at a print shop.
- ☐ **Glue or Add to your online boards :** Glue or tape the printed images onto the designated pages in your planner or use your Pinterest board
- ☐ **Personalize Your Vision Board:** Add personal touches to your vision board by including quotes, monograms, or other elements representing your style or personality.
- ☐ **Edit Your Board:** Step back and take a look at your vision board as a whole. Edit your board as needed by removing images that don't fit or adding new ones that better represent your vision.
- ☐ **Refine Your Style:** Use your vision board as a reference point when selecting your decoration and details for your wedding, and make sure they work together as a cohesive decoration.





SPACES TO CONSIDER

Use the following sections to create vision boards for each area that requires decoration, capturing the details and style of your wedding in a clear and inspiring way.

- ☐ **Ceremony Space:** This can include the altar or arch, aisle markers, seating arrangements, and other decorative elements such as flowers or lighting.
- ☐ **Guest Tables:** These are the tables where your guests will sit during the reception. Decorative elements can include centerpieces, table runners, tablecloths, napkins, place settings, and other decorative elements.
- ☐ **Reception Space:** This can include table settings, centerpieces, lighting, linens, chairs, and other decorative elements such as backdrops, signage, and photo displays.
- ☐ **Buffet Tables:** If you are having a buffet-style reception, consider decorating the buffet tables with floral arrangements, candles, and other decorative elements.
- ☐ **Bar:** If you are serving alcohol at your wedding, consider decorating the bar area with a backdrop, lighting, or other decorative elements.
- ☐ **Lounge Areas:** If your venue has a lounge area, consider adding comfortable seating, pillows, and decorative elements to create a cozy atmosphere for guests.

CHOOSING DECOR & RENTAL ITEMS

Once you've defined the theme or style of your wedding, the next step is selecting the décor and rental items that will bring your vision to life. This can include centerpieces, linens, lighting, furniture, and more. As you make these choices, it's important to keep your budget, the size of your venue, and the overall look and atmosphere you want to create in mind.

FLOWERS: Before the Wedding

- ☐ Determine your budget for flowers
- ☒ Find and book a florist
- ☐ Research and decide on the types of flowers and arrangements you want

- ☒ Schedule a consultation with your florist
- ☒ Discuss your color palette and overall style with your florist
- ☐ Decide on which floral arrangements you will need, such as bouquets, boutonnieres, and centerpieces
- ☐ Ask your florist about in-season flowers to save money
- ☐ Make a list of the important people who will need flowers, such as the wedding party, parents, and grandparents
- ☐ Determine any other areas of your wedding where you would like to have flowers, such as the ceremony and reception spaces

TYPE OF FLOWERS AND ARRANGEMENTS

- ☐ Bridal bouquet
- ☐ Bridesmaid bouquets
- ☐ Boutonnieres for groom, groomsmen, and other special guests
- ☐ Corsages for mothers and grandmothers
- ☐ Flower girl basket and petals
- ☐ Ceremony arrangements, such as an altar or archway decor
- ☐ Reception centerpieces
- ☐ Buffet or dessert table arrangements
- ☐ Chair and aisle markers
- ☐ Petals for flower girl and aisle decoration

DAY-OF

- ☒ Ensure that the flowers arrive at the designated time and location
- ☐ Ensure that the wedding party has their bouquets and boutonnieres
- ☒ Ensure that ceremony and reception arrangements are in place and look as expected
- ☒ Have backup vases or arrangements on standby in case of any mishaps
- ☒ Have someone designated to transport the flowers to the reception after the ceremony

FLOWERS: After the Wedding

- ☐ Donate or give away any leftover flowers to nursing homes, hospitals, or other charitable organization or to the wedding venue managers and staff that were very helpful for you.



- ☐ Preserve your bouquet by having it professionally dried or pressed
- ☐ Send a thank-you note to your florist for their services.

LIGHTING: Before the Wedding

- ☒ Determine your budget for lighting
- ☐ Research and decide on the types of lighting you want, such as string lights, chandeliers, and candles
- ☒ Schedule a consultation with a lighting vendor or discuss lighting options with your venue
- ☐ Discuss your vision and color palette with your vendor
- ☒ Decide on which areas you want to light, such as the reception space, dance floor, and ceremony area
- ☐ Consider the ambiance you want to create, such as romantic, rustic, or whimsical
- ☒ Determine if additional power sources will be required

TYPES OF LIGHTING

- ☐ String lights or bistro lights
- ☐ Chandeliers
- ☐ Uplighting
- ☐ Spotlights
- ☐ Candles
- ☐ Lanterns
- ☐ Monogrammed or custom lighting designs (such as neon signs)
- ☐ Fireworks, daytime fireworks or sparklers for outdoor venues

DAY-OF

- ☒ Ensure that the lighting is set up according to your preferences
- ☒ Ensure that the lighting is turned on at the designated time
- ☒ Ensure that there are no hazards, such as exposed cords or flammable materials near the lighting
- ☒ Have backup lighting on standby in case of any mishaps
- ☒ Have someone designated to monitor the lighting and troubleshoot any issues



LIGHTING: After the Wedding

- ☒ Coordinate with the vendor or venue to have the lighting taken down and removed
- ☒ If using candles, ensure that they are properly extinguished and disposed of
- ☐ Thank your vendor or venue for their services.

LINENS: Before the Wedding

- ☒ Determine your budget for linens
- ☐ Research and decide on the types of linens you want, such as tablecloths, napkins, and chair covers
- ☐ Schedule a consultation with a linen vendor or discuss linen options with your venue or wedding planner
- ☐ Discuss your vision and color palette with your vendor
- ☐ Decide on which areas you want to use linens, such as reception tables, cocktail tables, and chairs
- ☐ Consider the textures and patterns that will work best with your theme
- ☒ Determine if you will need to rent any specialty items, such as table runners or chair sashes

TYPES OF LINENS

- ☐ Tablecloths
- ☐ Napkins
- ☐ Chair Covers
- ☐ Table Runners
- ☐ Chair Sashes
- ☐ Specialty linens, such as sequined or textured fabrics

DAY-OF

- ☒ Ensure that the linens are set up according to your preferences
- ☒ Ensure that the linens are clean and pressed
- ☒ Ensure that there are no stains or damages on the linens
- ☒ Have backup linens on standby in case of any mishaps
- ☒ Have someone designated to monitor the linens and replace any that become soiled or damaged

LINENS: After the Wedding

- ☒ Coordinate with the vendor or venue to have the linens taken down and removed
- ☒ Ensure that any linens you rented are returned on time and in good condition to avoid additional fees
- ☐ Thank your vendor or venue for their services.

RENTAL ITEMS: Before the Wedding

- ☐ Determine your budget for rental items
- ☐ Research and decide on the types of rental items you want, such as furniture, drapery, and decor
- ☒ Schedule a consultation with a rental vendor or discuss rental options with your venue
- ☐ Discuss your vision and color palette with your planner
- ☐ Decide on which areas you want to use rental items, such as the ceremony area, reception space, and lounge areas
- ☐ Consider the textures and materials that will work best with your theme
- ☐ Determine if you will need any specialty items, such as a photo booth or dessert table

TYPES OF RENTAL ITEMS

- ☐ Furniture, such as tables, chairs, and lounge seating
- ☐ Decor, such as vases, candles, and table numbers
- ☐ Drapery, such as backdrops or ceiling draping
- ☐ Lighting, such as string lights or chandeliers
- ☐ Specialty items, such as a photo booth or dance floor

DAY-OF

- ☒ Ensure that the rental items are set up according to your preferences
- ☒ Ensure that the rental items are clean and in good condition
- ☒ Ensure that there are no damages or missing items
- ☒ Have backup rental items on standby in case of any mishaps
- ☒ Have someone designated to monitor the rental items and address any issues that may arise

RENTAL ITEMS: After the Wedding

- ☒ Coordinate with the vendor or venue to have the rental items taken down and removed
- ☒ Ensure that any rental items you rented are returned on time and in good condition to avoid additional fees
- ☐ Thank your vendor or venue for their services.

STATIONERY: Before the Wedding

- ☐ Determine your budget for stationery
- ☐ Decide on the types of stationery you will need, such as invitations, save-the-dates, programs, menus, and place cards
- ☐ Research different styles and designs to determine your preferences
- ☐ Consider purchasing pre-made templates from online marketplaces, such as Etsy, or using online design tools, such as Canva, to create your own unique designs
- ☐ Schedule a consultation with a stationery vendor or designer, if desired
- ☐ Order samples to ensure that you are happy with the quality and design of the stationery
- ☐ Gather all of the necessary information, such as guest names and meal choices, to include on your stationery
- ☐ Set a deadline for sending out your stationery to ensure that it arrives in a timely manner

TYPES OF STATIONERY

- ☐ Invitations
- ☐ save-the-Dates
- ☐ Programs
- ☐ Menus
- ☐ Place Cards
- ☐ Thank You Cards

DAY-OF

- ☒ Ensure that all of the stationery items are set up according to your preferences
- ☒ Ensure that there are enough copies for each guest, with extras available in case of any last-minute additions

- ☒ Have someone designated to distribute the stationery items to the appropriate guests

STATIONERY: After the Wedding

- ☐ Send out thank-you cards within a few weeks of the wedding
- ☐ Consider preserving some of the stationery items, such as the invitations, as keepsakes and clearly communicate with the wedding planners that they should spare some for you!
- ☐ Thank your vendor or designer for their services.

live
love
laugh

PART 8

Ceremony & Reception



PLANNING THE CEREMONY AND RECEPTION TIMELINE

- ☐ **Hair and makeup:** Schedule hair and makeup appointments for yourself and your bridal party, allowing plenty of time for everyone to get ready.
- ☐ **Getting dressed:** Allow plenty of time for getting dressed, including any necessary steaming or pressing of clothing.
- ☐ **First look/bridal portraits:** If you are planning a first look, schedule this before the ceremony so that you can capture the moment and take bridal portraits.
- ☐ **Ceremony:** Make sure that all vendors are on time and set up for the ceremony. Follow the timeline for the ceremony, including any readings, music, or rituals.
- ☐ **Cocktail hour:** After the ceremony, allow time for cocktail hour, including any necessary setup for drinks and appetizers.
- ☐ **Reception:** Coordinate with the band or DJ for any announcements or special dances, and make sure the timeline is followed for dinner, toasts, and dancing.
- ☐ **Dinner service:** Make sure that the dinner service is executed smoothly, with guests served their meals in a timely manner.
- ☐ **Cake cutting:** Coordinate with the venue and photographer for the cake cutting, making sure that the cake is presented and cut in a way that fits your vision.
- ☐ **Late-night snacks:** Consider offering late-night snacks for guests to keep the energy going on the dance floor.
- ☐ **Final send-off:** Coordinate with the venue and transportation to ensure a smooth and timely send-off for you and your guests.





Planning the wedding ceremony and reception timeline can sometimes feel confusing and overwhelming, with so many moments to coordinate and details to consider.

When you work with Karem Events we provide our couples with an online planning platform where everything is organized in one place and planned together under our supervision—ensuring no detail is missed. The finalized timeline is then seamlessly shared with vendors, the venue, and, when necessary, with guests via instant WhatsApp broadcast messages, creating a smooth, well-coordinated, and flawless flow for your wedding day.

All

+ Add timeline item

PDF

June 13th, 2025

18:00 20:00 Yula Cocktail Time

20:15 23:59 Mūdavim Dinner

+ Add timeline item

June 14th, 2025

09:00 10:00 Karem Production / Tables & Chairs arrival & load in

09:30 14:00 Sound & Light system Load in & Set Up

09:30 -- Florist arrival

10:30 -- Photographer Arrival

10:30 11:00 Ceremony Rehearsal with Couple, Bridesmaids & Groomsmen / Tomurcuk TBD

10:30 11:00 Hair & Make Up arrival & set up

11:00 11:30 Nat Make up

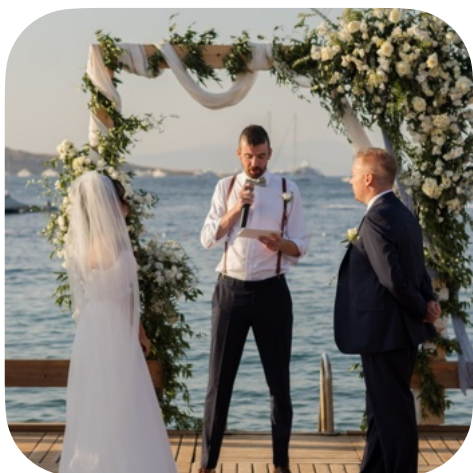
HOURLY SCHEDULE FOR THE DAYS OF THE WEDDING



FINDING THE RIGHT OFFICIANT FOR YOUR CEREMONY

Your wedding ceremony is one of the most meaningful moments of your special day, and choosing the right officiant plays an important role in bringing it to life. The right person will help create a ceremony that truly reflects your values, beliefs, and personalities. Here are a few helpful tips to guide you in finding the perfect officiant for your ceremony:

- ☐ **Determine Your Needs and Preferences:** Before starting your search for an officiant, take a moment to reflect on what you envision for your ceremony. Would you prefer a religious or non-religious service? Are there any meaningful traditions or rituals you'd like to include? Do you have a preferred language for the ceremony? Clarifying these details in advance will make it easier to find an officiant who truly aligns with your vision.
- ☐ **Ask for Referrals:** Reach out to family and friends for referrals to officiants they've worked with or heard great feedback about. Your wedding planner or venue coordinator can also be a valuable source of trusted recommendations.
- ☐ **Do Your Research:** Once you've created a shortlist of potential officiants, take some time to get to know them better. Visit their websites, browse their social media, and read reviews to see their style and approach. This will help you find an officiant who truly aligns with your vision and preferences for the ceremony.
- ☐ **Schedule Interviews:** Once you've shortlisted your options, we recommend scheduling interviews with each officiant to better understand their services and ceremony style. This is a great opportunity to ask about their experience, their philosophy on marriage and ceremonies, and how they collaborate with couples to create a meaningful, personalized ceremony.
- ☐ **Make Your Choice:** After meeting with each officiant, take a moment to review your options and decide who feels like the best fit. When making your choice, consider their availability, fees, and the personal connection you felt with them.



CHOOSING MUSIC AND READINGS FOR THE CEREMONY

Your wedding ceremony is one of the most meaningful moments of your special day, and choosing the right officiant plays a key role in making it truly personal. The officiant helps shape a ceremony that reflects your values, beliefs, and personalities. Here are some helpful tips to guide you in finding the perfect officiant for your ceremony:

- ☐ Determine if you want live music or recorded music for the ceremony
- ☐ Choose music for the prelude, processional, recessional, and any special moments during the ceremony
- ☐ Decide on readings or other special performances that will be included in the ceremony
- ☐ Discuss music and reading options with your officiant and/or musicians
- ☐ Provide a copy of the music selections and readings to your musicians, officiant, and/or wedding planner to ensure everyone is on the same page



PICKING THE RIGHT BAND OR DJ FOR YOUR WEDDING

Your wedding ceremony is one of the most meaningful moments of your special day, and choosing the right officiant plays a key role in making it truly personal. The officiant helps shape a ceremony that reflects your values, beliefs, and personalities. Here are some helpful tips to guide you in finding the perfect officiant for your ceremony:

- ☐ **Determine Your Needs and Preferences:** Before you begin your search for a band or DJ, consider your needs and preferences for the music at your reception. Do you want a live band or a DJ? Are there specific songs or genres you want to include or avoid? Knowing your needs and preferences will help you narrow down your search.
- ☐ **Ask for Referrals:** Ask family and friends for referrals to bands or DJs they have worked with in the past or have heard good things about. You can also ask your wedding planner or venue coordinator for recommendations.
- ☐ **Do Your Research:** Once you have a list of potential bands or DJs, do some research to learn more about them. Check their websites, social media pages, and reviews on sites. Look for bands or DJs who align with your needs and preferences for the music.
- ☐ **Listen to Samples:** Many bands and DJs have samples of their music available on their website or social media pages. Take some time to listen to their music and get a feel for their style and sound.
- ☐ **Schedule Meetings:** Once you have narrowed down your list, schedule meetings with each band or DJ to learn more about their services and approach to the music. Ask questions about their experience, their equipment, and how they work with couples to create a personalized playlist.
- ☐ **Make Your Choice:** After you have met with each band or DJ, take some time to reflect on your options and make your choice. Consider factors like their availability, their fees, and your personal connection with them.



MUSIC PITFALLS TO AVOID

The right music sets the mood for your entire wedding day. To help you get it just right, here are 10 common music pitfalls to avoid when choosing your wedding soundtrack:

1. **Not considering the preferences of your guests:** While it's important to select music that you and your partner love, keeping your guests' preferences in mind can help ensure everyone has a fantastic time.
2. **Not providing a variety of music:** Curating a diverse playlist that blends different genres and eras is a great way to keep all your guests entertained and dancing throughout the celebration.
3. **Choosing music that is too loud or too soft:** The volume of the music is important to consider, as it can impact the atmosphere of your reception.
4. **Not communicating your music preferences to your DJ or band:** Be sure to share your music preferences with your DJ or band in advance, including any songs you'd love to hear—or prefer to skip—so your celebration sounds just the way you imagine.
5. **Overloading your playlist with slow songs:** Slow songs can create beautiful, romantic moments, but having too many may slow down the energy of your reception and leave the dance floor empty.
6. **Not considering the acoustics of your venue:** The acoustics of your venue play a big role in how your music sounds, so it's worth keeping this in mind when selecting your band or DJ.
7. **Choosing inappropriate songs:** Please choose songs that suit the atmosphere of your wedding and are enjoyable for all your guests. We recommend avoiding tracks with explicit lyrics or content that could be offensive.
8. **Not having a backup plan:** If any technical issues or unexpected problems arise, having a backup plan ensures the music keeps playing smoothly without interruption.
9. **Not providing your band or DJ with proper equipment:** Ensure your band or DJ has access to all the equipment they need and that everything is in excellent working condition for a seamless performance.
10. **Waiting until the last minute to choose your music:** Leaving your music choices until the last minute can add unnecessary stress and may affect the experience for you and your guests. Start planning your music early to ensure a seamless and memorable soundtrack for your special day.

SELECTING MENU ITEMS AND BEVERAGES FOR THE RECEPTION

- ☐ Consider hiring a professional bartender or beverage service, if needed
- ☐ **Determine Your Budget:** Before you begin planning your menu, it's important to determine your budget. Knowing how much you have to spend will help you narrow down your options and make informed decisions.
- ☐ **Choose Your Cuisine:** Consider the theme of your wedding and choose a cuisine that complements it. Whether you choose a formal sit-down dinner, a buffet, or a food station, make sure the cuisine is reflective of your style and tastes. Select appetizers, main courses, and desserts that reflect your taste and stay within budget
- ☐ **Consider Your Guests:** When choosing menu items, it's important to consider the dietary restrictions and preferences of your guests. Make sure to include vegetarian, vegan, and gluten-free options, as well as options for guests with other dietary needs.
- ☐ **Select Your Beverages:** In addition to the food, it's important to choose the right beverages for your wedding reception. Whether you opt for a full bar or signature cocktails, make sure to consider the preferences of your guests and choose options that complement your menu.
- ☐ **Create a Menu Tasting:** Once you have an idea of what you want to serve, schedule a menu tasting with your caterer to sample the dishes and ensure they meet your expectations.
- ☐ **Finalize Your Menu:** Once you've made your selections, finalize your menu with your caterer and review the details to ensure everything is accurate and meets your expectations.



PLANNING YOUR PERFECT WEDDING CAKE

Your wedding cake is far more than a dessert — it's a sweet symbol of your love and a moment your guests will remember long after the last dance. Choosing the perfect cake is a beautiful part of your wedding journey, and every detail deserves care and attention. Here are a few tips to guide you as you plan a wedding cake that truly reflects your story.

- ☐ **Find the right baker:** The first step in planning your perfect wedding cake is to choose the right baker. Research local bakers and read reviews to find one that has experience creating beautiful and delicious wedding cakes. Don't be afraid to schedule a tasting to try out different flavors and determine which baker is the best fit for you.
- ☐ **Define the style and design:** Let the creativity flow. Explore designs that reflect the spirit of your wedding and your personal story. Whether you're drawn to a timeless tiered cake or a modern, artistic creation, think about colors, textures, and flavors that feel authentically *you*.
- ☐ **Choose the perfect size:** Your cake should be just right enough to share generously with your loved ones, without excess. With your guest count in mind, your baker will help you find the perfect balance so every slice feels just as special.
- ☐ **Select flavors you love:** Choose flavors that you and your partner adore, and that pair beautifully with your wedding menu. From cake to filling to frosting, each layer should come together to create a taste your guests will remember long after the last dance.
- ☐ **Add personal touches:** Make your cake uniquely yours by adding meaningful details—a custom topper, a special motif, or a subtle nod to your shared passions. These small, thoughtful elements turn your cake into a reflection of your love story.
- ☐ **Consider a dessert table:** If you'd love to spoil your guests a little more, a dessert table is a wonderful addition. Mini cupcakes, macarons, and other sweet treats can complement your cake and wedding theme, creating a delightful experience full of variety and charm.





TIPS FOR PLANNING YOUR PERFECT WEDDING CAKE:

- Start planning early to ensure that you have enough time to find the right baker and design the perfect cake.
- Consider having a cake tasting to try out different flavors and determine which baker is the best fit for you.
- Choose flavors and designs that reflect your personal preferences and wedding theme.
- Don't forget to consider dietary restrictions or allergies of your guests when selecting flavors and designs.
- Work with your baker to ensure that your cake is delivered and set up properly on your wedding day.
- Consider having a backup plan in case of any mishaps or issues with the cake.

HIRING A WEDDING PHOTOGRAPHER:

Your wedding photos will capture the magic, love, and joy of your special day—moments you'll cherish forever. Choosing the right photographer is key to preserving these memories in the most beautiful way. Here are some heartfelt tips to help you find the photographer who will tell your love story perfectly:

- ☐ **Begin your journey with research and referrals:** Finding the right wedding photographer starts with exploring and gathering recommendations. Browse online portfolios, read heartfelt reviews, and ask friends and family about their experiences. This will help you discover photographers whose work resonates with your vision and style.
- ☐ **Discover your style:** Every wedding has its own story, and photographers have unique ways of capturing it. Some specialize in timeless, posed portraits, while others shine in candid, documentary-style moments. Reflect on the kind of memories you want to cherish, and choose a photographer who can bring that vision to life.
- ☐ **Explore portfolios and packages:** Once you have a shortlist, dive into their portfolios and offerings. Look for photographers who have captured weddings similar to yours, and find a package that fits both your needs and your budget. This ensures your photographer can truly complement your day.
- ☐ **Connect through a consultation:** Meeting with potential photographers gives you a chance to feel their energy and approach. Discuss their style, packages, and pricing, and see if their personality aligns with yours. Choosing someone you connect with will make your wedding day feel effortless and joyful.

- ☐ **Secure your choice with a contract:** After finding your perfect match, review and sign a contract detailing all the expectations and logistics. This provides clarity and peace of mind, so you can focus on the excitement of your upcoming celebration.
- ☐ **Keep the communication flowing:** Throughout your planning journey, stay in touch with your photographer. Share the moments that matter most to you, and guide them on your priorities. Open communication ensures every treasured smile, laugh, and tear is beautifully captured for a lifetime of memories.



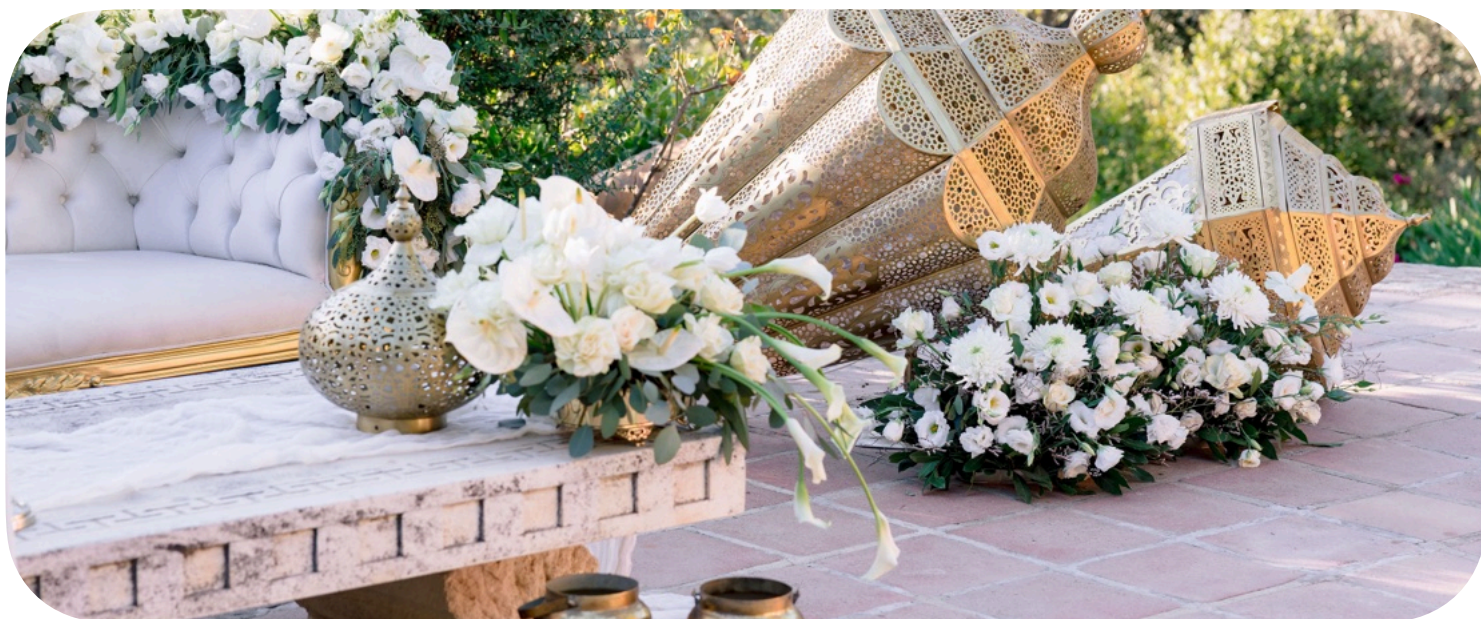
TIPS FOR HIRING THE PERFECT WEDDING PHOTOGRAPHER:

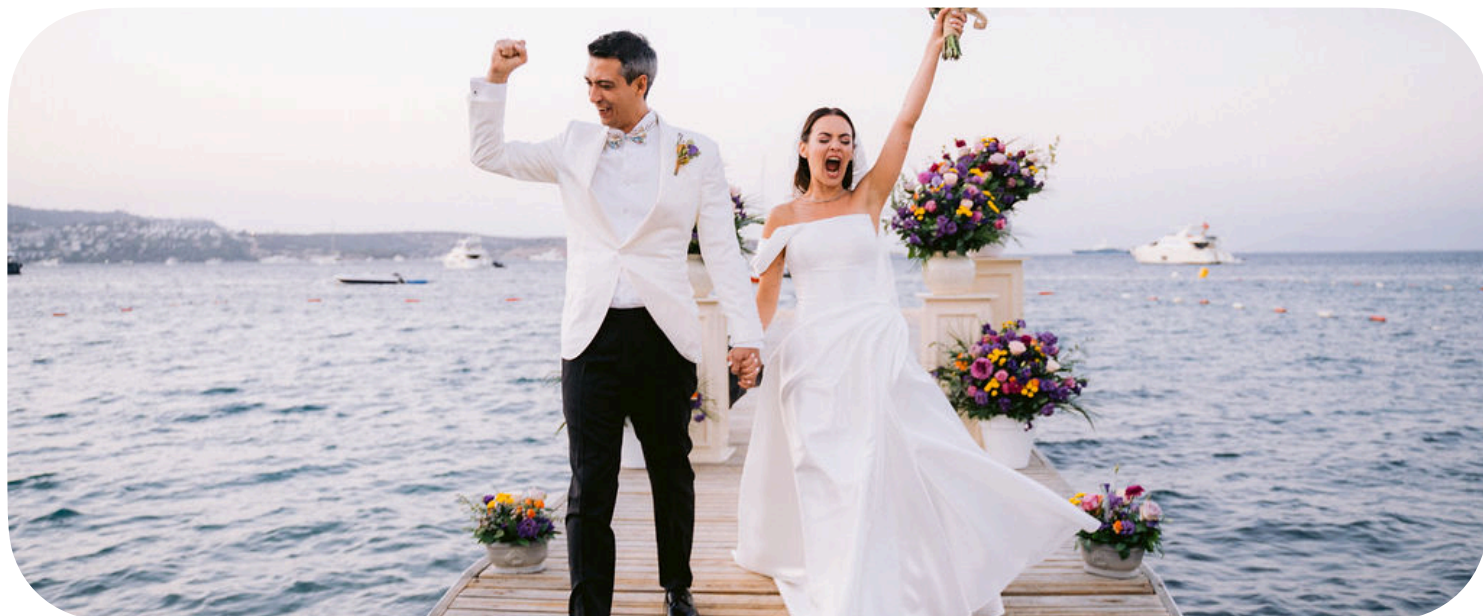
- **Start early:** Give yourself plenty of time to find a photographer who feels like the perfect fit for your day.
- **Seek experience:** Look for someone who has photographed weddings similar to yours, so you can trust they know how to capture the magic.
- **Explore portfolios and packages:** Take time to review their work and offerings, making sure their style resonates with your vision.
- **Meet and connect:** A consultation lets you get to know your photographer, share your expectations, and see if your personalities click.
- **Protect your plans:** Reading and signing a contract ensures everyone is on the same page and your day is protected.
- **Communicate openly:** Share what moments matter most to you. The more your photographer knows your story, the more beautifully it will be told through their lens.

COORDINATING WITH VENDORS AND MANAGING DAY-OF LOGISTICS

On your wedding day, Karem Events will be fully dedicated to managing every operational detail with care and precision, so you can be present in the moment and enjoy your celebration without any concerns. Our team will seamlessly handle the following responsibilities:

- ✓ Aligning all vendors with the agreed timeline and expectations for both the ceremony and reception
- ✓ Coordinating the setup of décor, rentals, and all event elements in line with your vision and preferences
- ✓ Providing a dedicated on-site coordinator to oversee day-of logistics and discreetly resolve any issues
- ✓ Managing the full flow of the day to ensure everything runs smoothly and effortlessly
- ✓ Ensuring all technical requirements, including sound systems and microphones, are properly installed and fully operational
- ✓ Communicating any last-minute adjustments with vendors and wedding party members to maintain a flawless experience





KEEP AN EYE ON THE LITTLE THINGS THAT MAKE YOUR DAY PERFECT

- ☐ **RSVP tracking:** Cherish every response from your loved ones. Keep note of who's coming, along with any dietary needs or special requests, so everyone feels cared for.
- ☒ **Vendor confirmations:** A gentle reminder to check in with your vendors a few days before the big day. Confirming details now will save you from last-minute worries.
- ☐ **Transportation:** Plan ahead for you, your wedding party, and guests who may need a ride. Smooth arrivals mean more time for memories and smiles.
- ☐ **Seating chart:** Thoughtfully organize where everyone will sit at the reception. Have it printed and displayed so your guests feel welcomed and included.
- ☐ **Emergency kit:** Pack a small kit with lifesavers like stain remover, safety pins, and a sewing kit—little tools that can save the day.
- ☐ **Backup plans:** Life can surprise us! Prepare for unexpected weather or hiccups so you can keep celebrating without stress.
- ☐ **Timeline review:** Walk through the day's schedule with your vendors to ensure everyone is aligned—peace of mind is priceless.
- ☐ **Signage:** Clear signs, whether for directions, menus, or photo booths, help your guests feel at ease and fully enjoy the celebration.
- ☐ **Thank you gifts:** Thoughtful tokens for your wedding party, parents, and special guests let them know how deeply you appreciate their love and support.

PART 9

Summary



50 THINGS NEEDS TO BE DONE BEFORE YOUR BIG DAY:

- ☐ Set a wedding budget
- ☐ Determine a wedding date
- ☐ Hire a wedding planner or coordinator
- ☐ Choose a wedding venue for the ceremony and reception
- ☐ Decide on a wedding theme or style
- ☐ Choose a wedding color scheme
- ☐ Create a guest list
- ☐ Send out save-the-date cards
- ☐ Choose and order invitations and other wedding stationery
- ☐ Choose and book wedding vendors (caterer, photographer, videographer, florist, musicians, etc.)
- ☐ Select and book a wedding officiant
- ☐ Choose the wedding party
- ☐ Select attire for the wedding party and schedule fittings
- ☐ Plan the wedding ceremony, including music and readings
- ☐ Plan the reception, including decor, menu, and music
- ☐ Choose a wedding cake or dessert
- ☐ Purchase wedding rings
- ☐ Obtain a marriage license (optional)
- ☐ Arrange transportation for the wedding party and guests
- ☐ Arrange accommodations for out-of-town guests
- ☐ Choose and order wedding favors
- ☐ Choose and book a wedding-night hotel room or other accommodations
- ☐ Create a wedding website
- ☐ Register for wedding gifts
- ☐ Attend pre-wedding events, such as bridal showers or bachelor/bachelorette parties
- ☐ Schedule hair and makeup trials
- ☐ Choose wedding day accessories (veil, jewelry, shoes, etc.)
- ☐ Purchase or rent groom and groomsmen attire



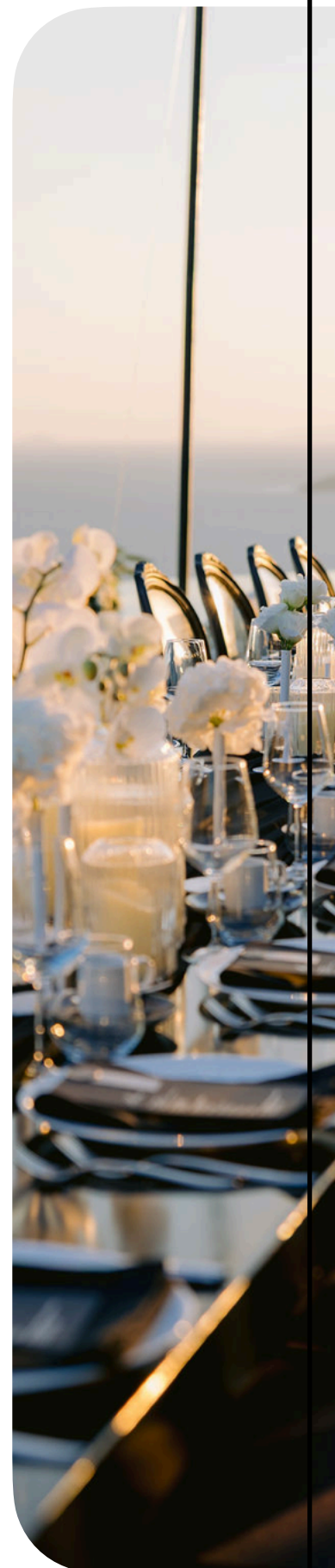
50 THINGS NEEDS TO BE DONE BEFORE YOUR BIG DAY:

- ☐ Choose wedding day transportation (limousine, vintage car, etc.)
- ☐ Decide on wedding ceremony and reception seating arrangements
- ☐ Finalize menu selections with caterer
- ☐ Finalize music selections with musicians or DJ
- ☐ Finalize floral arrangements with florist
- ☐ Order wedding ceremony programs
- ☐ Plan rehearsal dinner (optional)
- ☐ Plan wedding day photography and videography schedule
- ☐ Choose a photo and video shot list
- ☐ Choose first dance and other special songs
- ☐ Prepare any speeches or toasts
- ☐ Finalize wedding day timeline and vendor details
- ☐ Purchase or rent any necessary decor items (centerpieces, linens, etc.)
- ☐ Purchase or rent any necessary rental items (furniture, drapery, etc.)
- ☐ Purchase any necessary wedding day emergency items (tissues, mints, etc.)
- ☐ Confirm wedding day transportation and accommodations
- ☐ Confirm wedding day vendor details and schedule
- ☐ Arrange for someone to transport the wedding dress and other important items to the ceremony site
- ☐ Prepare and pack for the wedding night and honeymoon
- ☐ Hold a wedding rehearsal
- ☐ Confirm wedding day details with the wedding party
- ☐ Enjoy the big day!
- ☐ Wake up early and eat a nutritious breakfast.
- ☐ Take a relaxing shower or bath.
- ☐ Get your hair and makeup done.
- ☐ Get dressed in your wedding attire.
- ☐ Take pre-wedding photos.



50 THINGS NEEDS TO BE DONE BEFORE YOUR BIG DAY:

- ☐ Greet and welcome guests.
- ☐ Exchange gifts with your partner.
- ☐ Get pre-ceremony photos taken.
- ☐ Get in position for the ceremony.
- ☐ Walk down the aisle.
- ☐ Say your vows and exchange rings.
- ☐ Have the first kiss as a married couple.
- ☐ Sign the marriage certificate.
- ☐ Take post-ceremony photos.
- ☐ Greet guests after the ceremony.
- ☐ Attend the cocktail hour and mingle with guests.
- ☐ Take additional photos with family and friends.
- ☐ Be introduced as a couple at the reception.
- ☐ Have your first dance.
- ☐ Cut the cake.
- ☐ Give speeches or toasts.
- ☐ Enjoy the meal with guests.
- ☐ Talk and dance with guests.
- ☐ Toss the bouquet and garter.
- ☐ Have the father-daughter dance.
- ☐ Have the mother-son dance.
- ☐ Dance with the bridal party.
- ☐ Take a break to relax and enjoy the moment.
- ☐ Make sure guests are enjoying themselves.
- ☐ Coordinate with vendors to make sure everything is running smoothly.
- ☐ Manage any last-minute issues that arise.
- ☐ Make sure the DJ or band is playing the right songs.
- ☐ Make sure the photographer is capturing the right moments.



50 THINGS NEEDS TO BE DONE BEFORE YOUR BIG DAY:

- ☐ Check in with your partner throughout the night.
- ☐ Make sure to thank guests for coming.
- ☐ Take time to sit down and eat.
- ☐ Make sure the bar is stocked and the drinks are flowing.
- ☐ Dance with your partner and have fun.
- ☐ Make sure your partner is comfortable and taken care of.
- ☐ Take a moment to step outside and catch your breath.
- ☐ Coordinate the cutting and serving of the cake.
- ☐ Make sure the photographer gets the shots they need.
- ☐ Thank vendors and staff for their services.
- ☐ Have a final dance with your partner.
- ☐ Say goodbye to guests as they leave.
- ☐ Make sure to gather all personal belongings.
- ☐ Collect any gifts or cards that were left behind.
- ☐ Make sure any rental items are returned.
- ☐ Make sure the venue is clean and tidy.
- ☐ Head off to your honeymoon!

*We're happy
to share this
journey with
you!*



Thank you!



warm greetings
from
KAREM EVENTS TEAM