



Plan your Maine wedding with confidence.

Month-by-month tasks, plus food + bar planning built in.

Your Details

Couple / Planner Name

Wedding Date

Venue

Estimated Guest Count

Email

Phone

How to use this checklist

- Start at Month 6 and work forward. Adjust anything that doesn't fit your venue or season.
- Use the Notes boxes to capture questions for vendors and to track decisions (menu, bar format, rentals).
- If you want a smooth wedding day, lock food + bar early. These are high-impact logistics.
- We can handle catering, mobile bar service, and event flow planning anywhere in Maine.

Want us in your corner?

Rustic Taps brings farm-to-table catering + fully licensed mobile bars to weddings across Maine.

Start the conversation early - dates fill fast in peak season.

Contact: rustictaps.com/contact-us/ • (207) 776-8991 • jess@rustictaps.com



Month 6 - Lock the big pieces

General

- Confirm wedding date and venue contract.
- Set a guest-count range and decide your top priorities (food, bar, photo/video, music, etc.).
- Decide ceremony and reception locations (same site or separate).
- Start a vendor shortlist (photo/video, entertainment, rentals, planner/coordinator).

Food + Bar

- Confirm the venue allows outside catering, food trucks, and a mobile bar.
- Choose your service style (plated, buffet, stations, or pizza-forward service flow).
- Shortlist caterers and schedule tastings or a menu consult.
- Decide whether you want a mobile bar service (beer, wine, cocktails, NA options).

Logistics

- Ask the venue about power access, parking, rain plan, and noise/curfew rules.
- Identify any site restrictions (narrow roads, soft ground, limited load-in windows).
- Create a shared planning folder (contracts, layouts, vendor contacts).

Notes



Month 5 - Build the guest experience

General

- Send save-the-dates (especially if guests will travel).
- Book photo/video and entertainment (DJ or band).
- Begin rentals planning if needed (tent, tables, chairs, restrooms).

Food + Bar

- Complete tastings and align on a menu direction.
- Choose a bar format: open bar, cash bar, or drink tickets/tokens.
- Draft a beverage wish list (Maine craft beer, wine/prosecco, signature cocktails, NA drinks).
- Plan for dietary needs (GF, vegan, allergies) and how those meals will be handled.

Logistics

- Sketch a first-pass layout: ceremony, cocktail hour, reception, dance floor.
- Plan guest arrival and parking flow (especially for rural venues).
- Confirm restroom access (on-site restrooms vs rental units) based on guest count.

Notes



Month 4 - Menus + site planning get real

General

- Draft a day-of timeline (ceremony start, cocktail hour, dinner, speeches, dancing).
- Lock remaining key vendors (florals, planner/coordinator, rentals).

Food + Bar

- Finalize menu direction and decide on late-night food.
- Confirm service flow (stations, lines, cocktail hour snacks, dinner timing).
- Choose signature cocktails or a curated 'top picks' bar list.
- Confirm an ID-check plan if the venue includes mixed ages or public access.

Site + Weather

- Walk the site and map serving zones, truck placement, and guest flow.
- Confirm your rain plan and tenting approach (sides, flooring, drainage).
- Confirm power plan (outlets, distance, or generator needs).

Notes



Month 3 - Confirm vendors + communication

General

- Confirm rentals and delivery windows (tent, tables, restrooms, lighting).
- Send invitations or finalize wedding website details and travel notes.
- Create a vendor contact sheet (names, phones, arrival windows).

Food + Bar

- Confirm staffing needs with your caterer and bar team.
- Choose glassware vs compostables and confirm what is included or rented.
- Confirm headcount deadlines, deposit schedule, and final payment dates.

Logistics

- Finalize a floor plan draft (tables, bar, buffet/stations, dance floor).
- Confirm lighting plan for evening weddings and pathways.
- Confirm signage plan for parking, restrooms, and bar/service flow.

Notes



Month 2 - Details + contingencies

General

- Finalize decor and signage plan (welcome sign, seating chart, bar menu).
- Confirm any transportation needs (shuttle, parking attendants, rideshares).

Food + Bar

- Confirm menu specifics and any special meals.
- Confirm bar inventory approach and payment method (open, cash, or tickets).
- Confirm water and hydration stations for guests.
- Confirm dessert plan (cake cutting, late-night sweets, dietary alternatives).

Weather + Risk

- Finalize the weather plan (tent sides, heaters/fans, flooring).
- Review insurance needs (venue requirements and vendor coverage).

Notes



Month 1 + Week-of - Final counts and final checks

Month 1 - General

- Finalize seating chart and table assignments.
- Create the final run-of-show and distribute to vendors.
- Prepare tips and vendor meals plan (if applicable).

Month 1 - Food + Bar

- Submit final guest count to caterer and bar team.
- Confirm service schedule (start/stop times, speeches, dessert, late-night).
- Confirm cleanup plan and leftovers plan.

Week-of

- Do a final walk-through call with the venue and Rustic Taps.
- Confirm load-in paths, parking signs, and day-of contacts.
- Check the forecast and confirm any weather pivots.
- Pack essentials: vendor contact sheet, pens, tape, chargers, emergency kit.

Notes