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Indian Wedding Planning Checklist

Getting Started

☐ Pick a Date/Weekend: ________________________
☐ Enter your Wedding Budget: ________________________
☐ Enter the names of your events:
  
  o Event 1: ________________________
  o Event 2: ________________________
  o Event 3: ________________________
  o Event 4: ________________________
  o Event 5: ________________________
  ✤ Tip: Take your budget and out-of-town guests to schedule these events.
☐ Estimate the number of guests and start a guest list.
  
  o Enter Number of guests: ________________________
  ✤ Tip: Use the following headings in your spreadsheet: Guest Family, Number of people invited, Address, Email Address, Phone Number, Events invited for, Out of Town, Save-the-Date sent, Invitation Sent, Gift received, Thank You Card Sent

Planning Week 1: Dates ________________________

☐ Hire a Wedding Planner (optional):
  
  o Enter Name of the Wedding Planner: ________________________
  ✤ Tip: Most planners and vendors offer a discount if you pay them the full amount when you sign the contract.

☐ Start researching Venues: Schedule appointments to go visit the selected venues and start short listing.
  
  Enter the name and appointment date:
  
  o Venue 1: ________________________
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- Venue 2: ________________________
- Venue 3: ________________________
- Venue 4: ________________________
- Notes: ____________________________________________________________
  ____________________________________________________________
- Tip: Find out the venue requirements and policies for lighting candles, havan rituals/ fire, alcohol, parking, vendor and event insurance, cancellation or postponing the event.

Planning Week 2: Dates ________________________

- Select your Save-the-Dates
  - Notes on ideas and costing:
    ____________________________________________________________
    ____________________________________________________________

- Choose and Invite your Bridal Party (optional). Enter the names of your Bridal Party:
  - Maid Of Honor: ________________________
  - Best Man: ________________________
  - Bridesmaid #1: ________________________
  - Groomsman #1: ________________________
  - Bridesmaid #2: ________________________
  - Groomsman #2: ________________________
  - Bridesmaid #3: ________________________
  - Groomsman #3: ________________________
  - Bridesmaid #4: ________________________
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- Groomsman #4: ________________________
- Bridesmaid #5: ________________________
- Groomsman #5: ________________________
- Flower Girl #1: ________________________
- Flower Girl #2: ________________________
- Ring Bearer: ________________________
- Additional Notes:
  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

☐ Pick a theme/colors and start collecting ideas: Look at different magazines and blogs for ideas
  - Wedding Theme: ________________________
  - Wedding Colors: ________________________

☐ Mail Your Save-the-Dates
  - Date to be mailed: ________________________

☐ Plan your Engagement Party (optional):
  - Engagement Party Date: ________________________
  - Name of Venue: ________________________
  - Notes:
    ____________________________________________________________
    ____________________________________________________________
Planning Week 3: Dates ________________________

☐ Finalize and Sign the Contract with the Venue: Enter Name and Contact Info
  o Venue: ________________________
  o Date and Hours for the Venue: ________________________
  o Notes on Deposits made and venues for other events:
    ______________________________________________________
    ______________________________________________________
    ______________________________________________________
    ______________________________________________________

☐ Start your Wedding Registry: Pick Stores and Websites.
  o Registry Websites:
    ______________________________________________________
  o Registry Stores:
    ______________________________________________________

☐ Wedding Website (optional): Set up your wedding website with all the details of your wedding.
  o Wedding Website URL: ________________________

Planning Week 4: Dates ________________________

☐ Start Researching Caterers: Enter the name and tasting date.
  o Caterer 1: ________________________
  o Caterer 2: ________________________
  o Caterer 3: ________________________
○ Notes:

___________________________________________________________
___________________________________________________________

❖ Tip: Make sure that the caterer is licensed by your venue.

☐ Start Researching Event Decorator/ Florists/ Mandap: Enter the name and appointment date.
  ○ Decorator 1: ________________________
  ○ Decorator 2: ________________________
  ○ Decorator 3: ________________________
  ○ Notes:
   __________________________________________________________
   __________________________________________________________

☐ Start Researching Photographers: Enter the name and appointment date.
  ○ Photographer 1: ________________________
  ○ Photographer 2: ________________________
  ○ Photographer 3: ________________________
  ○ Notes:
   __________________________________________________________
   __________________________________________________________

☐ Start Researching Videographers: Enter the name and appointment date.
  ○ Videographer 1: ________________________
  ○ Videographer 2: ________________________
  ○ Videographer 3: ________________________
  ○ Notes:
   __________________________________________________________
Start Researching DJs: Enter the name and appointment date.

- DJ 1: ______________________
- DJ 2: ______________________
- DJ 3: ______________________
- Notes:

Start Researching Event Rentals (depends on the venue): Enter the name and appointment date.

- Rental Company 1: ______________________
- Rental Company 2: ______________________
- Rental Company 3: ______________________
- Notes:

Pick out your invitations:

- Notes on invitation designs and costing:

Planning Month 2: Dates ______________________
Finalize your Caterer, Event Decorator/ Florist/ Mandap, Photographer, Videographer, DJ, Event Rentals: Enter name, deposits made and contact info:

- Caterer: _________________________________________________
- Event Decorator: __________________________________________
- Photographer: ______________________________________________
- Videographer: ______________________________________________
- DJ: _______________________________________________________
- Event Rentals: _____________________________________________

Book your Priest/ Pundit:

- Name of the Pundit: ________________________________
- Notes on Dakshina, and Contact Information:
  _______________________________________________________
  _______________________________________________________

Select you Cake Vendor and Cake Design: Enter the name and tasting date.

- Cake Vendor 1: ________________________________
- Cake Vendor 2: ________________________________
- Cake Vendor Selected, Deposit made, and Contact Information:
  _______________________________________________________
  _______________________________________________________

Make the Arrangements for Baraat (Horse Carriage, Dhol Player etc.) and other transportation:

- Vendor(s) Selected, Deposit made, and Contact Information:
  _______________________________________________________
  _______________________________________________________
□ Book your trip to India (optional):
  o Travel Dates ________________________
  o Cities traveling to ________________________
  o Ticket Cost ________________________
  o Total Budget for Shopping ________________________

Planning Month 3: Dates ________________________

□ Select a vendor for your Mehendi, Hair, Make up and Arranging your
  Dupatta or Sari: Make up/ Hair Trial Appointments
  o Stylist 1: ________________________
  o Stylist 2: ________________________
  o Stylist Selected, Deposit made, and Contact Information:
    ________________________________________________________________
    ________________________________________________________________

□ Select Wedding Outfits for the entire bridal party and Jewelry Sets for
  yourself.
  o Notes:
    ________________________________________________________________
    ________________________________________________________________

□ Travel to India to purchase your Wedding Trousseau (optional)
  o Notes:
    ________________________________________________________________
    ________________________________________________________________
  o
□ Block Hotel Rooms for out of town guests:
Indian Wedding Planning Checklist

- Notes on Hotel Chosen and Room Block Discount Code:

- Honeymoon Suite: Book accommodations for your wedding night.
  - Notes:

- Planning Month 4: Dates ______________________

- Purchase your Accessories: If not going to India, then start looking for matching purse, bindis, bangles, and footwear.
  - Notes:

- Start planning and book your honeymoon: Get appropriate visas, papers, and vaccinations
  - Notes:

- Finalize your Menu and Service details with your caterer:
  - Notes:

- Finalize your Decor Arrangements
  - Notes:
Indian Wedding Planning Checklist

Planning Month 5: Dates ________________________

☐ Address your invitations ready and Mail them:
  o Notes:

☐ Order your wedding rings/bands
  o Notes:

☐ Start looking for favors:
  o Notes:

☐ Make arrangements for Childcare for your Ceremony and Reception (optional):
  o Notes:

○

Planning Month 6: Dates ________________________

☐ Alcohol and Bar Arrangements: Order liquor/alcohol and get your permit
  o Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Prepare Ceremony Programs and Other Stationary: Design the proof of concept for your ceremony programs. If you are designing any other stationary, scrapbooks for display etc., you should consider doing it now.

Research Marriage License Requirements: Also schedule a blood test appointment, if required by your state.

Song for First Dance: Select the song for your First Dance. Consider taking dance lessons or choreographing it yourself.

Planning Month 7: Dates ________________________

- Purchase your Guestbook, Pen and Pen Holder
- Purchase gifts for your bridal party and close family members
- Contact close family and friends for Sangeet Performances (optional)
  - Notes:
    - ____________________________________________________________
    - ____________________________________________________________

- Get all the sari and lehenga blouses stitched
- Make sure that all your outfits fit properly

Month of the Wedding: Dates ________________________

4 Weeks Before: Dates ________________________

- Have Sangeet Performers submit their music to you
- Send a Song List to the DJ
3 Weeks Before: Dates ____________________

☐ Call guests who have not yet RSVP’d and get the final head count
☐ Determine the order the entrance of your bridal party lineup
☐ Prepare a timeline for all your wedding events
☐ Prepare a list of assignments for your bridal party and family members

2 Weeks Before: Dates ____________________

☐ Give the final head count to all your vendors
☐ Give the timeline of wedding events to all the vendors, members of your bridal party and family members helping
☐ Create your seating chart and make the place cards
☐ Prepare your toasts and thanks to family and friends
☐ Confirm all your final payments and have them ready to be mailed out or handed over to the vendor

Week of the Wedding: Dates ____________________

☐ Hand over all the favors, guestbook, placecards, programs etc. to the event planner or the person in charge of arranging them
☐ Put together an emergency kit
☐ Pack your suitcase for the honeymoon
☐ Get pampered at a Spa
☐ Enjoy your Wedding Celebrations!
After you come back from your honeymoon: Dates ______________________

☐ Ensure all your vendors have been fully paid. As a courtesy send reviews.
☐ Arrange for your outfits to be cleaned and preserved
☐ Write all your Thank You Notes
☐ If you choose to do so: Do all the paperwork to change your name, and arranging to combine finances, insurance policies etc.

I hope this checklist is comprehensive and will be useful for you in planning your wedding. Please email me at neha@marigoldevents.com if you have further questions.
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