



Wedding Checklist

(This is a generalised checklist for wedding management)

Date/Day of wedding:

- ☐ Decide the date of the wedding.
- ☐ Decide the pre-wedding and post wedding functions.
- ☐ Estimate of each function
- ☐ Make a list of invitees according to the functions.
- ☐ Sort out outstation guests to book their accommodation.

As soon as the date is fixed:

- ☐ Finalize the event manager
- ☐ Finalize his scope of work and the fees.
- ☐ Decide on the pandit and take requirements from him.
- ☐ Finalize the venues of each function. Keep a record of the following at the time of confirmation of the venue:
 - ☐ Contact person/e mail id
 - ☐ Decorator contact no./e mail id
 - ☐ Light in charge contact no/email id
 - ☐ Estimate given
 - ☐ List of things included in the estimate

6 months before the D Day:

- ☐ Also finalize the florist and the design colour of the flowers to be used as per the theme.
- ☐ Send a book the date messages to the invitees.
- ☐ Once the functions and time is fixed send a pre wedding invite to outstation guests so that they can book their tickets.
- ☐ Finalize the caterer for each of the functions.
- ☐ Decide the menu and if needed taste the food

4 months before the D Day:

- ☐ Start short listing wedding invitation cards and the matter.
- ☐ Book rooms for outstation guests.
- ☐ Book cars for the guests.
- ☐ Design tags for bags, room keys, welcome note, and program for the day.
- ☐ Decide the artists for each of the function, take the requirements from them.
- ☐ Decide the photographer & videographer for each function.
- ☐ Decide on the theme for each of the function.
- ☐ Finalize with the decorator, light persons, caterer according to the theme of each function.
- ☐ Book the beautician in advance and if needed take a trial so that on the D day there are no surprises.

3 months before the D Day:

- ☐ Pack all the gifts to be given on each occasion and put a name tag on each gift. keep gifts separately for each occasion.

2 months before the D Day:

- ☐ Finalize the wedding invitation cards and matter and give for printing.
- ☐ Select gifts for guests.

1 month before the D Day:

- ☐ Once invitations are ready and names written sort out for distribution.
- ☐ Send outstation invites early so that they can plan accordingly
- ☐ Prepare a menu for 15 days of lunch, dinner and bethak and keep all the grocery ready.
- ☐ Check all the crockery and also keep disposables for bethak.
- ☐ Bring all the things required by the pandit for each function

Week before the D Day:

- ☐ Reconfirm with all the agencies: time, venue, occasion etc.
- ☐ Send a gentle reminder to all the outstation guest and reconfirm their arrivals and departures.
- ☐ Allot 2 persons at the venue to welcome guests and make them comfortable.
- ☐ Arrange for the pickup and drop for the guests (airport/ station)
- ☐ Arrange for beautician at the hotel for the guests.