



# SATKEER CATERING

*... a taste of distinction*

WEDDING PLANNER



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# INTRODUCTIONS

## INTRODUCING THE TWO FAMILIES

Bride

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Bride's Parents

\_\_\_\_\_ & \_\_\_\_\_

Bride's Grandparents

\_\_\_\_\_ & \_\_\_\_\_

Bride's Brothers & Sisters

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Groom

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Groom's Parents

\_\_\_\_\_ & \_\_\_\_\_

Groom's Grandparents

\_\_\_\_\_ & \_\_\_\_\_

Groom's Brothers & Sisters

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## INTRODUCING THE BRIDESMAIDS, BEST MAN AND THE GROOMSMEN

Maid of Honour

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Bridesmaids

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Best Man

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Groomsmen

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# WEDDING DAY ITINERARY & HEAD TABLE

## WEDDING DAY ITINERARY

EVENT	TIME
Arrival of Bride's Family	
Arrival of Groom's Family	
Arrival of Guests	
Milnis	
Tea/Breakfast	
Religious Ceremony	
Civil Ceremony	
Photographs/Location	
Reception	
Guest Arrival	
Pre-Reception Drinks	
Guest to be Seated	
Bride & Groom Arrival	
Cake Cutting Ceremony	
Couples First Dance	
Speeches	
Starters	
Main Meal	
Desserts	
Carriages	
Doli/Location	

## THE HEAD TABLE

Maid of Honour  
Groom's Father  
Bride's Mother  
Groom  
Bride  
Bride's Father  
Groom's Mother  
Best Man

TRADITIONAL

Bride's Mother  
Bride's Father  
Bride  
Groom  
Groom's Father  
Groom's Mother

ALTERNATIVE 1

Bride's Mother  
Bride's Father  
Groom  
Bride  
Groom's Father  
Groom's Mother

ALTERNATIVE 2

# ORDER OF SPEECHES

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## 1. TOASTMASTER

Introduces the Head Table and speakers and will read messages from absent family and friends.

## 2. FATHER OF BRIDE

Thanks guests for attending.

Praises the Bride and welcomes the Groom into the Family.

Finishes with a toast to the Bride & Groom.

## 3. GROOM

Thanks the Bride's parents and family members for their hospitality and the reception.

Thanks all the guests for attending the wedding.

Thanks the Bestman and compliments the Bridesmaids.

Compliments his new wife and expresses his affection for her.

Toasts the Bride.

Gives out gifts for the Bridesmaids and Mums.

## 4. MAID OF HONOUR

Responds on behalf of the Bride and Bridesmaids.

Tells a few anecdotes about the Bride.

Finishes with a toast the Bride and Groom.

## 5. BEST MAN

Normally the last speech.

Thanks the Groom on behalf of the Bridesmaids and himself.

Tells a few anecdotes about the Groom.

Reads messages from absent family and friends (if the services of a Toastmaster are not utilised).

Finishes with a toast the Bride and Groom.

# DECISIONS TO MAKE

## DECISIONS TO BE MADE BY THE BRIDE AND GROOM

- Setting the wedding date.
- Type and style of wedding.
- Joint or separate day for the Civil Marriage.
- Choose Temple/Church.
- Choose Venue for reception.
- Type, style and time of reception.
- Choosing the wedding rings.
- Choosing a caterer and selecting the menu.
- Budgets.
- Choosing the Entertainment Company.
- Choosing a Photographer.
- Choosing a Videographer.
- Making a guest list (with parents).
- Choose mandap.
- Venue Décor and theming.
- Choose Florist.
- Choose song for 1st Dance.
- Track list for entertainment company.
- Choosing Wedding Day outfit.
- Choosing reception outfit.
- Devise a seating plan.
- Pre-wedding celebrations.
- Making honeymoon plans.

## DECISIONS TO BE MADE BY THE BRIDE

- Choosing a maid of honour.
- Select Bridesmaids.
- Select wedding invites.
- Select a cake.
- Choose a bridal make up artist.
- Choose a mehndi artist.
- Choose a bouquet.

## DECISIONS TO BE MADE BY THE GROOM

- Choosing a Bestman.
- Select Groomsmen.
- Select wedding invites.
- Choose a wedding car.

# WEDDING PLANNING CHECKLIST AND TIMETABLE

TIMELINE	TASK	POINTS TO CONSIDER
12-18 MONTHS	Set your date and book your choice of Temple/Church and Venue for your reception	<ul style="list-style-type: none"> <li>• Will the Temple/Venue comfortably accommodate all your guests.</li> <li>• Is there enough car parking space included.</li> <li>• Does the Venue allow outside caterers.</li> <li>• If booking a Hotel, do you get a preferred rate for your guests.</li> <li>• Do you get rooms to change.</li> </ul>
	Book your Civil Marriage	If you are having the civil marriage the same day as the religious ceremony, check the cost if a Registrar is required to come to the venue in order to perform the ceremony.
12-14 MONTHS	Book your Caterer	Reputable caterers get booked early, so best to select your caterer in advance. Get everything in writing, so you know what is included. Always book a food tasting session, to ensure your requirements are met.
	Select a Videographer and Photographer	Again reputable Videographers and Photographers get booked early. Try and pick one who is recommended. Always visit them and see the quality of their work. Check what is included in the price and what the costs are if extra copies are required.
10-12 MONTHS	Book your Band and/or dj	Ensure your chosen band or dj has the adequate equipment for the Venue. The dj or band make the party, so make sure you feel comfortable with your choice. Confirm timings and any special requirements in advance.
	Book your Mandap	With a wide choice of Mandaps, of varying sizes and designs, always check for any height restrictions the venue might have and if the Mandap is going on a stage ensure the stage will be able to accommodate the size of your chosen Mandap.

# WEDDING PLANNING CHECKLIST AND TIMETABLE

10-12 MONTHS	Start working on the events of the day and timings	<ul style="list-style-type: none"> <li>• What will be happening on the day, morning ceremony, afternoon lunch.</li> <li>• Reception in the afternoon or evening. However you are planning your day, ensure you have allowed enough time for each event to run smoothly.</li> <li>• Use our wedding day itinerary to help you plan your day.</li> </ul>
	Start working on your guest list	Normally Venues have a limited capacity, so you will need to consider how many guests from each side of the families to invite.
8-10 MONTHS	Book Venue Décor / Florist	<ul style="list-style-type: none"> <li>• Decide on a colour scheme and theme.</li> <li>• Venue lighting can help create a wonderful ambience and transform any venue.</li> <li>• Table centre pieces come in array of designs and sizes which vary in price. Always confirm what comes with the centre piece. If you do have a particular colour scheme, it is always advisable to check with your florist you can get fresh flowers in a particular colour, or if a particular flower is in season.</li> <li>• Backdrops are excellent for the head table, adding that extra special touch.</li> <li>• Always discuss and confirm access and timings, especially if fresh flowers are required in the morning for the wedding ceremony.</li> </ul>
6-8 MONTHS	Order your wedding/reception outfits	Ordering your custom outfit can take up to 6 months, especially during the peak season. We would recommend you give yourself extra time to ensure the outfit is ready in time and gives you time to make any alternations and buy matching accessories.
	Ordering wedding rings and Jewellery	Most jewellery is ready made and available instantly. If however your are ordering a custom design, give yourself enough time to ensure it will be ready on time.



# WEDDING PLANNING CHECKLIST AND TIMETABLE

6-8 MONTHS	Order your invitations	Custom designs take time and need to be approved. If you are planning a seating plan for your guest, ensure you include reply cards or contact details and date to reply by.
	Book your Priest	If you are having a religious ceremony which is not taking place in a temple/church, make sure you book a priest who is able to perform the ceremony. Check with them to see if you need supply any items for the ceremony.
	Book your make up artist, mehndi artist	Discuss your requirements in detail. Having confidence in your make up artist will help you relax and enjoy your big day. Have a trial to make sure you are happy and get the look you want. When booking your mehndi artist discuss rates for additional guests who might want their mehndi done.
	Book your Honeymoon	Ensure you book any tickets in your maiden name. Check on any visa requirements and vaccinations that may be required and that you familiarise yourself with their customs.
4-6 MONTHS	Book your wedding transport	If booking a wedding car, ensure you check the vehicle throughout and make sure you confirm you are getting what you ordered. Confirm timings and address of where the the driver needs to go in advance, so they can plan their route. If you plan on booking a coach for your guest, make sure you use a reputable company and that you inform your guest of departure times.
	Order outfits for the Bridesmaids/Groomsmen	Allow yourself enough time to co-ordinate with your Bridesmaids/Groomsmen with regards to dress and colour codes.
	Order Cake	Discuss cost and level of service you require. Most reputable companies will stay at your event until the cake is cut and distributed amongst your guest.

# WEDDING PLANNING CHECKLIST AND TIMETABLE

2-4 MONTHS	Finalise Menu with your Caterer	If undecided on your menu for your event, book a food tasting session. We at Satkeer Catering will be able to help you on making your selection, creating a banquet that will be enjoyed by you and your guests.
	Send out invites	Give your guests enough time to responded to your invite with a deadline date, especially if you are having a seating plan. This will need to be monitored and updated regularly.
	Book Toastmaster	Toastmasters are useful in helping the event run smoothly. They act as advisors, as well as introducing the Bride and Groom and their families and the order of speeches.
	Reconfirm your arrangements	<ul style="list-style-type: none"> <li>• Contact your suppliers and ensure everything is in order.</li> <li>• Clear any outstanding balances and reconfirm timings.</li> </ul>
1-2 MONTH	Order your drinks	Some Venue's can include drinks, but they do charge a premium price. Alternatively contact a reputable wholesaler who will be able to deliver the drinks on the day or deliver them to you as you require them.
1 MONTH	Write Speeches and prepare yourself	This can require some time and thought. It is customary to thank all those who helped with the planning for your big day.
1 WEEK	Carry out final checks	<ul style="list-style-type: none"> <li>• Reconfirm number of guest attending your event with the caterer and venue to ensure the correct tables and chairs are laid out.</li> <li>• Pay any final balance to suppliers and confirm timings with them.</li> <li>• Check with your bridesmaids/Groomsmen that everything is in order and they are well aware of the events of the day.</li> <li>• Bride to get spa treatments for herself and the bridesmaids.</li> </ul>
THE WEDDING DAY	Enjoy yourselves	Allow yourself plenty of time to get ready. Relax, smile and enjoy every incredible moment.

# CAPTURING THE MOMENT (CEREMONY)

## BEFORE THE CEREMONY

### Bride Pictures

Bride alone (in wedding outfit).  
Bride with her mother.  
Bride with her father.  
Bride with both parents.  
Bride with Sisters.  
Bride with Brothers.  
Bride with both Brothers & Sisters.  
Bride with maid of honour.  
Bride with bridesmaids.  
Bride fixing make-up/hair.  
Attendants receiving flowers.  
Parents receiving flowers.  
Bride leaving for the Temple/Church.

### Groom Pictures

Groom alone (in wedding outfit).  
Groom with his mother.  
Groom with his father.  
Groom with both parents.  
Groom with Sisters.  
Groom with Brothers.  
Groom with both Brothers & Sisters.  
Groom with best man.  
Groom with Groomsmen  
Groomsmen getting boutonnieres.  
Groom leaving for the Temple/Church.

## AT THE CEREMONY

Guests outside Temple/church.  
Bride arrival at Temple/Church.  
Bride getting out of the car.  
Groom arrival at Temple/Church.  
Groom getting out of the wedding car.  
Meeting of the two families.  
Groom at the breakfast table.  
Groom entering the Temple/Church.  
Groom seated awaiting arrival of Bride.  
Groom's family being seated.  
Bride entering the Temple/Church.  
Bride and Groom seated together.  
Giving-away ceremony.  
Religious ceremony.  
Bride and Groom saying vows.  
Wedding rings.  
Ring ceremony.  
Groom receiving the Marriage Certificate.  
Bride and Groom together after the marriage ceremony.  
Bride and Groom together with both sets of parents.  
Bride and Groom leaving the Temple/Church.  
Bride and Groom getting into the wedding car.  
Departure of the wedding car.

# CAPTURING THE MOMENT (RECEPTION)

## BEFORE THE RECEPTION

Bride and Groom's hands.  
Bridesmaids looking at bride's ring.  
Bride and Groom.  
Bride and Groom with Bride's parents.  
Bride and Groom with Groom's parents.  
Bride and Groom with Both parents.  
Bride and Groom with Bridesmaids and Groomsmen.  
Bride with Bridesmaids.  
Bride with Groomsmen.  
Groom with Groomsmen.  
Groom with Bridesmaids.  
Bride and Groom with Groom's Brothers and Sisters.  
Bride and Groom with Bride's Brothers and Sisters.  
Bride and groom with Bride's family.  
Bride and groom with Groom's family.  
Bride and groom with both families.  
Bride and groom looking at each other.

## AT THE RECEPTION

Bride and Groom arriving.  
Bride and Groom going into reception.  
Receiving line.  
Bride and Groom in receiving line.  
Parents in receiving line.  
Buffet table.  
Wedding Cake.  
Bride and Groom seated at table.  
Bride and Groom talking to guests.  
Bride and Groom cutting the cake.  
Bride and Groom feeding cake.  
Bride and Groom Toasting.  
Bride and Groom 1st dance.  
Bride dancing with her parents.  
Groom dancing with his parents.  
Both sets of parents dancing.  
Bride and Groom dancing with guest.  
Bride throwing the bouquet.  
Venue and Decorations.

## AFTER THE RECEPTION

Groom arrival at the Bride's house.  
Groom at the Front door.  
Groom entering the Bride's house.  
Groom seated awaiting arrival of Bride.  
Bride arrival.  
Bride and Groom seated together.  
Bride and Groom with Bride's family.  
Bride and Groom leaving the Bride's house.  
Bride and Groom in Wedding Car.  
Wedding car leaving Bride's house.  
Bride and Groom arrival at Groom's house.  
Bride and Groom getting out of the wedding car.  
Bride and Groom and the Front Door.  
Bride and Groom entering the Groom's house.  
Bride and Groom with Groom's family.

# MONITORING COSTS

PRE-WEDDING CELEBRATIONS	BUDGET	ACTUAL
1. Venue		
2. Caterer		
3. Staff		
4. Drinks		
5. Entertainment Company		
6. Table Décor/Florist		
7. Decorations		
8. Venue Theming		
<b>TOTAL:</b>		

CEREMONY	BUDGET	ACTUAL
1. Temple/Church		
2. Registry Office fees		
3. Registration Fees		
4. Priest		
5. Mandap		
6. Bride Wedding Outfit		
7. Groom Wedding Outfit		
8. Wedding Rings		
9. Jewellery		
10. Caterer		
11. Ceremony Flowers		
12. Button Holes		
13. Bouquet		
<b>TOTAL:</b>		

# MONITORING COSTS

RECEPTION	BUDGET	ACTUAL
1. Venue		
2. Caterer		
3. Staff Fees		
4. Bride Reception Outfit		
5. Groom Reception Outfit		
6. Wedding Cake		
7. Drinks		
8. Entertainment Company		
9. Table Décor/Florist		
10. Toastmaster		
11. Favours		
12. Decorations		
13. Venue Theming		
<b>TOTAL:</b>		

OTHERS	BUDGET	ACTUAL
1. Bridal Make Up Artist		
2. Mehndi Artist		
3. Wedding Stationery		
4. Videographer		
5. Photographer		
6. Mithai		
7. Car Hire		
8. Coach Hire		
<b>TOTAL:</b>		

# SUPPLIER CONTACT LIST

	SUPPLIER NAME	SUPPLIER CONTACT	CONTACT DETAILS	E-MAIL	ADDRESS
1. Caterer					
2. Temple/Church					
3. Registry Office					
4. Priest					
5. Mandap					
6. Reception Venue					
7. Bride Wedding Outfit					
8. Groom Wedding Outfit					
9. Jeweller 1					
10. Jeweller 2					
11. Mehndi Artist					
12. Bridal Make Up Artist					
13. Wedding Stationer					
14. Videographer					

# SUPPLIER CONTACT LIST

	SUPPLIER NAME	SUPPLIER CONTACT	CONTACT DETAILS	E-MAIL	ADDRESS
15. Photographer					
16. Cake Supplier					
17. Mithai Supplier					
18. Drinks Supplier					
19. Florist					
20. Venue Décor Company					
21. Toastmaster					
22. Entertainment Company					
23. Car Hire Company					
24. Coach Hire Company					
25. Marquee Hire					
26. Best Man					
27. Maid of Honour					



# NOTES

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