

*Wedding Planner*



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MADHU'S

*Wedding Planner*



## Useful Numbers

	NAME(S)	CONTACT DETAILS	EMAIL	ADDRESS
1. CATERER	Madhus	T. 0208 574 1897 - F. 0208 813 8639	E. info@madhus.co.uk	39 South Road, Southall Middlesex, UB1 1SW
2. VENUE				
3. WEDDING OUTFIT				
4. JEWELLER				
5. MAKE UP AND HAIR				
6. MEHONDI ARTIST				
7. MANDAP				
8. CAKE				
9. TOASTMASTER				
10. VIDEOGRAPHER				
11. PHOTOGRAPHER				
12. WEDDING STATIONER				
13. PRIEST / CEREMONY				
14. REGISTRY OFFICE				
15. MITHAI SUPPLIER				
16. DRINKS SUPPLIER				
17. BAND / DJ				
18. BRIDES MAID				
19. BEST MEN				
20. OTHER				

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## How to Plan the Perfect Wedding

Your wedding day is the most important day of your life, most girls dream about becoming a bride from a young age.

At Madhu's we specialise in turning those dreams into reality. Madhu's provide a very professional and highly experienced service, helping you to make your dream wedding truly memorable.

We tailor-make each wedding to suit the needs of our individual clients.

Planning a wedding doesn't have to be stressful as long as you know what you want, Madhu's will help you to achieve it. Stay calm and keep this planner by your side. And if you are not sure about anything just ask Madhu's.

## The Two Families

BRIDE

GROOM

BRIDE'S PARENTS

GROOM'S PARENTS

&

&

BRIDE'S GRANDPARENTS

GROOM'S GRANDPARENTS

&

&



It is imperative to have a timing Schedule when planning your wedding. Use the following as a guide to help plan timings of your Wedding.

Please Note - It is important to inform the caterer/co-ordinator and venue of the times for your following suppliers.

SUPPLIER	TIME
Florist	
Decoration / Mandap	
Photographer	
DJ	
Toastmaster	
Drinks	

## Wedding Day Schedule

EVENT	TIME
Ceremony	
Bride's Direct Family Arrive	
Groom's Direct Family Arrive	
Guest Arrival	
Tea	
Milni's	
Photographs Time	
Photographs Location	
Reception	
Guest Arrival	
Drinks / Cocktail Reception	
Announce Guest into Dinning Area	
Cake Cutting	
1st Dance	
Meal / Main Course	
Speeches	
Carriages	
Vacate Premises	
Doli / Ruksati Time / Location	



## Decisions, Decisions, Decisions...

### BRIDE AND GROOM BOTH TO DECIDE ON

- Setting date and time.
- Decide on style and type of ceremony and reception.
- Choose ceremony and reception venues.
- Choose design for wedding rings.
- Choose a caterer and menu.
- Make honeymoon plans.
- Determine a budget.
- Choose music for 1st dance.
- Choose D.J. / Band.
- Choose photographer and videographer.
- Compile guest list (with parents).
- Give your notice of civil marriage at local registry office and decide where and when you'll like your registry.
- Choose florist / decoration / mandap company.
- Choose reputable jeweller.
- Choose wedding day outfits.
- Write out thank you cards.

### BRIDE TO DECIDE

- Choose maid of honour.
- Choose wedding outfits.
- Choose invites.
- Choose hairdresser and beautician.
- Choose cake
- Buy guest book.
- Develop seating plan.

### MAID OF HONOUR

- Assist bride in all wedding plans.
- Co-ordinate bridesmaids, if any.
- Assist with invitations.
- Plan her hen party (if required).
- Ensure bridesmaids or sisters steal groom's shoes on the day.
- Ensure that mehndi night / sangeet night is full of fun.
- Look after bride through the wedding period.

### GROOM

- Choose invitations.
- Choose his own wedding attire.
- Assist his family in compiling guest list.
- Develop own seating plan and co-ordinate with bride.
- Help family in all pre-wedding celebrations.
- Buy gifts for the bridesmaids / sisters of bride to get shoes back!

(Obviously ensure you have a full wallet).

### BEST MAN

- To assist you in all wedding plans.
- Look after groom throughout wedding period.
- Plan bachelor party (stag night)- if required.

## The Head Table

Bridesmaids  
Maid of honour  
Groom's father  
Bride's mother  
Groom  
Bride  
Bride's father  
Groom's mother  
Best man  
Groomsmen

### FORMAL

Groomsmen  
Bridesmaids  
Maid of honour  
Groom's father  
Bride's mother  
Groom  
Bride  
Bride's father  
Groom's mother  
Best man  
Bridesmaids  
Groomsmen

### INFORMAL

Groomsmen  
Best man  
Groom  
Bride  
Maid of honour  
Bridesmaids

### MODERN

Groom's family

Bride's family



## Order of Speeches

### 1. TOASTMASTER

- Introduce the head table and each speaker.
- Reads cards and telegrams from absent friends & family.

### 2. FATHER OF BRIDE

- Thanks guests for attending.
- Welcomes Groom to family.
- Finishes with toast to Bride & Groom.

### 3. FATHER OF THE GROOM

- Welcomes the Bride to the family.
- Finishes with toast to Bride & Groom.

### 4. GROOM

- Thanks Bride's family for the reception.
  - Thanks guests for attending.
  - Thanks Bridesmaids and Best Man.
- Mentions his affection to his new wife.
  - Toasts the Bride.

### 5. MAID OF HONOUR

- Responds on behalf of the Bride and Bridesmaids.
  - Finishes with toast to Bride & Groom.

### 6. BEST MAN

- Usually goes last.
  - Responds on behalf of the Groom.
- Finishes with toast to Bride & Groom.

# The Essential Checklist & Timetable for Planning the Perfect Wedding...

**Please Note:** Although this planner suggest that you require 18 months to plan a wedding, we at Madhu's have the experience and expertise to plan your wedding with a much shorter time span.

COUNTDOWN	THINGS TO DO	POINTS TO CONSIDER
18-10 Months to go	BOOK VENUE TRY & BOOK A PACKAGE with a CATERER. Book all venues Hotels, Halls, Gurdwaras, Churches, Mosques and Mandirs.	It is advisable to obtain a package from a caterer that includes the venue, as this takes away all the red tape and sheer hassle of dealing with the venue directly.  If you do book the venue directly check <ul style="list-style-type: none"> <li>• If they can comfortably accommodate the number of guests you will be having.</li> <li>• Is car parking included?</li> <li>• Does the hall / hotel allow outside caterers.</li> <li>• Book out all room &amp; areas needed for ceremonies, tea etc.</li> <li>• Don't assume the venue will let you have rooms / areas for free.</li> <li>• Will you receive changing room / areas and or Bridal suite for the night.</li> </ul>
16-10 Months to go	BOOK CATERER Most reputable caterers get booked up early so it's advisable to book them as soon as possible.	If you haven't already booked a package with a reputed caterer then :- <ul style="list-style-type: none"> <li>• Get everything in writing so that you know what the caterer is providing and what you as the client needs to provide.</li> <li>• Pick a caterer that is tried and tested.</li> <li>• Always have a food taste prior to the wedding to check that your requirements are being matched.</li> </ul>
14 Months to go	BOOK VIDEO & PHOTOGRAPHER As like Caterers reputable video & photographers are highly in demand, book early to avoid disappointment.	<ul style="list-style-type: none"> <li>• Site visits with both is recommended to ensure that they are aware of best vantage points and where certain ceremonies will take place.</li> <li>• Test shots are also recommended.</li> <li>• Check exactly what is included in your price, i.e. album prints etc.</li> <li>• Try and pick one that is highly recommended.</li> </ul>

COUNTDOWN	THINGS TO DO	POINTS TO CONSIDER
12 Months to go	Make a programme. Sort out a timetable.	<ul style="list-style-type: none"> <li>• Find out exactly what is happening on the day, i.e. Registry, Tea, Milnis, Religious Ceremony, Cocktail Reception, Speeches, Meal, Dancing, Live Performance etc.</li> <li>• Allow enough time for each item of the programme.</li> <li>• Get advice from one of Madhu's event co-ordinators to help to work your timetable.</li> <li>• Use the wedding schedule in the planner to help you.</li> </ul>
10 Months to go	Start working on your guest list.	<ul style="list-style-type: none"> <li>• Start asking your family and the Groom's family as to how many guests they will be expecting.</li> </ul>
8-10 Months to go	Book DJ and / or Band.	<ul style="list-style-type: none"> <li>• What size stage do they require?</li> <li>• What type of music have you requested?</li> <li>• Arrival and set up timings.</li> <li>• Ensure sound check is carried out before guest walk in.</li> </ul>
8-10 Months to go	Book Florist and / or Decorators (including mandaps or Bedi if required).	<ul style="list-style-type: none"> <li>• Where do you require the flowers- top table, karai stands, pedestals, near receiving line or where ceremony has to take place?</li> <li>• Do you need flower petals for ceremonies and / or for to be thrown in front of the Bride as she walks in?</li> <li>• Do you need fresh flowers haars (garlands) for milnis.</li> <li>• Decide on colour scheme. Always check height restrictions in the ceremony room for mandap and bedies.</li> <li>• Do you want to keep the cost down? Then look for the flowers that will be in season.</li> <li>• Discuss access and set up timings.</li> <li>• Backdrops are excellent for top tables and add as a special curtain for your ceremony.</li> </ul>

COUNTDOWN	THINGS TO DO	POINTS TO CONSIDER
8 Months to go	Order your invitations.	<ul style="list-style-type: none"> <li>If you are having a guest seating plan ensure that you include reply cards or have a contact system in place along side RSVP, so that all guests attending have their name recorded.</li> <li>Send out invites 2 month before the date.</li> </ul>
8 Months to go	Order Wedding Outfit.	<p>Most Asian designers in the U.K. need up to 6 months to design your special outfit. However we feel that allowing 8 months gives you that extra time to ensure that everything is perfect. Use the plastic pockets behind to place your swatches in.</p>
8 Months to go	Order Wedding Jewellery	<ul style="list-style-type: none"> <li>Most bride's buy jewellery off the shelf.</li> <li>However most exclusive diamond and wedding jewellery is now also custom made in the U.K.</li> <li>Wedding rings have to be sized etc, so place orders in well in advance.</li> </ul>

7 Months to go	Book your Priests.	If you are having a religious ceremony, book your priest. Make sure you obtain a checklist from him to ensure that all his required items will be there on the day.
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6-8 Months to go	Book your make up and mehndi artists. Also book in for Nails, Hair and any other Beauty Therapies you will require.	<ul style="list-style-type: none"> <li>Discuss what type of make up you require and have that trial. Most make up artist charge for it- but it is worth it.</li> <li>Book timings and ask if it is a whole day rate including touchups.</li> <li>When booking mehndi artists make sure you go for someone tried and tested.</li> <li>Discuss rates for other guests that would wish to have their hair, make up and mehndi done.</li> </ul>
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6 Months to go	Finalise the Menu with the Caterer. Check on numbers..	<ul style="list-style-type: none"> <li>Have a food taste and finalise the menu.</li> <li>Obtain a table plan to assist you with your seating arrangement.</li> <li>It's essential to keep the caterer updated on guest's number for the day.</li> </ul>
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COUNTDOWN	THINGS TO DO	POINTS TO CONSIDER
6 Months to go	Book your Honeymoon.	<ul style="list-style-type: none"> <li>Book in your maiden name as in most countries you can't enter if you have tickets in your marital name and your passport is still in your maiden name.</li> <li>Check your passports are valid!</li> <li>Check on any vaccinations you may require.</li> </ul>

6 Months to go	Order Cake.	<ul style="list-style-type: none"> <li>Most reputed cake companies need minimum of 6 months notice.</li> </ul>
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6 Months to go	Finalise Your Theme.	<ul style="list-style-type: none"> <li>Theming is becoming more and more popular. Madhu's specialise in helping their clients theme their wedding so that it does create that WOW factor.</li> <li>Sky is the limit with theming!</li> <li>If you want to be seen as adventurous try an international buffet, or go down the Traditional Indian route with a typical Mogul Era theme or Bollywood look, including Chaat Huts.</li> <li>Lighting is an essential catalyst in creating that WOW factor.</li> <li>Speak to a Madhu's event co-ordinator on things like, favours, ice sculptures, fresh fruit displays, reception desks with PR girls and of course anything else that will go with your theme..</li> </ul>
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4-5 Months to go	Book Transport.	<ul style="list-style-type: none"> <li>For booking a wedding car make sure you inspect the vehicle, to ensure you are getting exactly what you ordered.</li> <li>Asian tradition is that the Groom arrives on a white horse, if you are going down the traditional route then, make sure you use a horse that is use to loud noises and crowds.</li> <li>For people wishing to provide coach services for their guests, ensure that the timings for departure and arrival are given out on the invites.</li> </ul>
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3 Months to go	Reconfirm all arrangements.	<ul style="list-style-type: none"> <li>Check on everything that has been ordered.</li> </ul>
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COUNTDOWN	THINGS TO DO	POINTS TO CONSIDER
3 Months to go	Book Toastmaster.	Toastmasters or Master of ceremonies (MC) as they are commonly known are essential in helping with proceedings and act as advisors in protocol for weddings, as well as announcing in speeches and Bride & Groom. They are excellent in moving large crowds for one area to another.
2 Months to go	Book your Registry Wedding.	Check the cost of the Registrar if he / she is coming over to your chosen venue to perform the civil marriage.
2 Months to go	Send out Invites.	For those of you having a seating plan & allocate this job to a reliable person with computer skills. You need to constantly check on RSVP's and update your plan. Have two seating plans organised one in alphabetical order with corresponding table numbers and the second with guest names
2 Months to go	Order Drinks.	Find a reputable wholesale drinks company that can deliver direct to the venue preferably a day before the event so that certain drinks can be chilled in time.
1 Months to go	Write speeches. Try and relax.	It's is always customary to acknowledge all those who have helped you in planning your big day.  Book yourself pampering packages that most beauticians offer brides.
16 Days to go	Book Registry Wedding.	The minimum notice required is 16 days for all civil marriages in the U.K.
2 Weeks to go	Get Packing.	Pack for:- Honeymoon, all the gifts for the family that you may wish to give and of course all what you need for the start of your new era in your life.
1 Week to go	Enjoy yourself.	If everything has been double checked then try to relax. Time does fly when you're having fun and so does your wedding day. Make it a point to enjoy your wedding week.

	BUDGET	ACTUAL	COMPLETE
<b>CEREMONY</b>			
Venue			
Priest			
Registration Fees			
Register Fees			
Mandap			
Florist			
Ceremony Flowers			
Pedestals			
Bouquet			
Button Holes			
Musicians for ceremony			
<b>RECEPTION</b>			
(a) Catering Package			
(b) Venue			
Food			
Staffing			
Drinks			
Cake			
Favours			
Band/DJ			
Florist - Table Deco,			
Cake Table, Pedestals			

	BUDGET	ACTUAL	COMPLETE
Toastmaster			
Decorations			
Lighting			
Theming			
<b>PHOTOGRAPHY</b>			
Albums			
Reprints			
Portraits			
<b>VIDEOGRAPHY</b>			
Video			
DVD			
Extras			
Other			
<b>ATTIRE</b>			
Bridal Dress - Ceremony			
Bridal Dress - Reception			
Bridal Dress - Doli Rukstati			
Bridal Trousseau			
Shoes			

# Budget

	BUDGET	ACTUAL	COMPLETE
Handbag			
Accessories			
Jewellery			
Rings			
Make-up & Hair Artist			
Nails			
Mehendi Artist			
<b>WEDDING STATIONERY</b>			
Wedding Invitations			
Ceremony			
Reception			
Sangeet/Mehendi			
Prayers			
RSVP Cards			
Thank You Cards			
Place Cards			
Table Plan			
Stamps			
Other			

	BUDGET	ACTUAL	COMPLETE
<b>TRANSPORTATION</b>			
Transport to the Ceremony			
From Ceremony to Reception			
Guest Transportation			
<b>GIFTS</b>			
Bridesmaids			
Grooms Men			
Parents			
Other			
<b>HONEYMOON</b>			
Package			
Holiday Clothes			
Accessories			
Spending Money			
Other			





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