IRAIVI EVENTS

Tamil Wedding Planning Checklist

Printable family worksheet: a countdown from 12 months to the wedding day

WEDDING DATE _____

MUHURTHAM _____

VENUE _____

FAMILY LEAD _____

PLANNER / COORDINATOR _____

PRIEST CONTACT _____

HOW TO USE THIS SHEET

Tick each box when the task is done and write a name beside it: every major task needs one owner. The tag shows who normally handles it.

- **FAMILY** — The family decides or provides the information.
- **PLANNER** — A planner or coordinator can manage and follow up.
- **FAMILY + PLANNER** — The family approves; the planner coordinates.

12–9 months before the wedding — THE FOUNDATION STAGE

- [ ] Fix the wedding date and muhurtham with priest/astrologer — FAMILY
- [ ] Set total budget and contribution plan — FAMILY
- [ ] Prepare initial guest estimate — FAMILY
- [ ] Shortlist halls — FAMILY + PLANNER
- [ ] Visit halls and review terms — FAMILY + PLANNER
- [ ] Confirm venue and booking advance — FAMILY
- [ ] Decide functions (engagement, reception, main wedding) — FAMILY

RISK IF YOU DELAY *Popular wedding dates and suitable halls may become unavailable, especially during busy wedding periods. You may have fewer choices in venue size, location and facilities.*

9–6 months before the wedding — THE VENDOR BOOKING STAGE

- [ ] Confirm priest and ceremony requirements — FAMILY
- [ ] Book caterer — FAMILY + PLANNER
- [ ] Book photographer/videographer — FAMILY + PLANNER
- [ ] Book decorator — FAMILY + PLANNER
- [ ] Estimate guest rooms — FAMILY
- [ ] Reserve accommodation — FAMILY + PLANNER
- [ ] Begin clothes and jewellery planning — FAMILY
- [ ] Track vendor quotations and advances — PLANNER / FAMILY

RISK IF YOU DELAY *Vendor availability may become limited. Preferred photographers, caterers and decorators may already have other bookings. Guest-room choices may also reduce.*

6–4 months before the wedding

THE DETAILS STAGE

☐ Discuss menu and arrange tasting	FAMILY
☐ Confirm meals and serving arrangements	FAMILY + PLANNER
☐ Finalise invitation list	FAMILY
☐ Prepare invitation design and wording	FAMILY
☐ Print invitations	FAMILY + PLANNER
☐ Plan outstation transport	FAMILY + PLANNER
☐ Review accommodation	FAMILY
☐ Discuss decoration layout	FAMILY + PLANNER

RISK IF YOU DELAY *Invitation printing and delivery may become rushed. Guest travel and accommodation arrangements may also become harder to coordinate.*

4–2 months before the wedding

THE CONFIRMATION STAGE

☐ Send invitations	FAMILY
☐ Track responses	FAMILY
☐ Confirm vendor scope and payment terms	FAMILY + PLANNER
☐ Review ritual sequence with priest	FAMILY
☐ Prepare ritual item list	FAMILY
☐ Order return gifts	FAMILY + PLANNER
☐ Review guest accommodation and transport	FAMILY + PLANNER
☐ Check venue permissions and documentation	FAMILY + PLANNER

RISK IF YOU DELAY *Vendors may charge rush fees, custom items may not arrive on time, and last-minute changes may be difficult to accommodate.*

2–1 month before the wedding

THE FINAL PLANNING STAGE

☐ Update guest count	FAMILY
☐ Confirm catering quantities	FAMILY + PLANNER
☐ Finalise seating and dining arrangements	FAMILY + PLANNER
☐ Confirm guest room allocation	FAMILY + PLANNER
☐ Schedule makeup/clothing trials	FAMILY
☐ Confirm vendor payment dates	FAMILY / PLANNER
☐ Review ceremony sequence	FAMILY
☐ Create wedding-day run sheet	FAMILY + PLANNER
☐ Assign day-of task owners	FAMILY + PLANNER

RISK IF YOU DELAY *Guests may receive unclear accommodation information, vendors may have conflicting instructions, and nobody may know who is responsible for important wedding-day tasks.*

The final week

THE FINAL CHECK STAGE

- [ ] Reconfirm vendors — FAMILY + PLANNER
- [ ] Verify priest and ceremony requirements — FAMILY
- [ ] Pack ritual items — FAMILY
- [ ] Check hall setup and power — PLANNER / HALL TEAM
- [ ] Confirm catering and guest count — FAMILY + PLANNER
- [ ] Share final schedule — FAMILY + PLANNER
- [ ] Assign backup people — FAMILY
- [ ] Prepare cash and receipts — FAMILY
- [ ] Confirm guest pickups — FAMILY + PLANNER
- [ ] Arrange elderly guest assistance — FAMILY + PLANNER

RISK IF YOU DELAY *Even simple issues, such as missing ritual items, incorrect room allocations or unanswered vendor calls, can become difficult to resolve at short notice.*

Wedding week and wedding day

THE EXECUTION STAGE

- [ ] Share final schedule — FAMILY + PLANNER
- [ ] Check venue setup — PLANNER / HALL TEAM
- [ ] Keep one family lead as decision-maker — FAMILY
- [ ] Follow priest-confirmed ceremony sequence — FAMILY
- [ ] Ensure couple readiness — FAMILY
- [ ] Check ceremony area and items — FAMILY + PLANNER
- [ ] Coordinate meals — PLANNER / CATERING TEAM
- [ ] Assist elderly guests — FAMILY + PLANNER
- [ ] Coordinate departures — FAMILY + PLANNER

RISK IF YOU DELAY *Conflicting instructions, late arrivals and unclear responsibilities can disrupt the day's schedule.*

Key contacts

ROLE	NAME	PHONE	BACKUP / NOTES
Family lead			
Planner / coordinator			
Priest			
Hall manager			
Caterer			
Photographer			
Transport / guest desk			
Emergency contact			

Pending decisions and notes