WEDDING DAY RUN SHEET

PRINTABLE COORDINATOR SHEET • Sample built around a 7:30 AM muhurtham — replace with your priest-confirmed timings

Couple / Family		**Date**	
Venue		**Confirmed muhurtham**	
Family lead + phone		**Priest coordinator + phone**	

BACKWARDS FROM THE MUHURTHAM

7:30 AM	MUHURTHAM
7:00 AM	Couple dressed, checked and ready
6:30 AM	Priest-led preparation / required items checked
6:00 AM	Rooms cleared for final preparation; breakfast service nearing close
5:00 AM	Makeup / dressing underway; breakfast opens

DAY-OF TIMELINE — confirm all ritual order and timings with your priest; customs vary by family and community.

TIME	WHAT HAPPENS	OWNER	BUFFER / CHECK
Previous day 2–5 PM	Family / outstation arrivals; room allocation; guest list check	Guest desk + family lead	Keep room list and pickup contacts
Previous day 3–7 PM	Hall setup, stage, sound, lighting, dining and kitchen check	Hall manager	Finish major setup before evening
Previous day 6–6:30 PM	Walk-through; confirm sequence, item list and emergency contacts	Family lead + priest coordinator	Do not assume ritual order
4:30–5:00 AM	Key team arrives; power, water, access and vendor check	Hall manager	30-minute operational check
5:00–6:00 AM	Bride/groom makeup and dressing; breakfast opens	Family lead + makeup lead	Keep one helper on time checks
6:00–6:30 AM	Breakfast winds down; priest items and ceremony area checked	Catering lead + priest coordinator	Hold a small late-arrival option if agreed
6:30–7:00 AM	Priest-led pre-muhurtham preparations; couple final check	Priest coordinator	Only priest confirms ritual timing
7:00–7:20 AM	Couple in position; immediate family seated; photography ready	Family lead + photographer	20-minute protected window
7:30 AM	MUHURTHAM — exact time as confirmed	Priest + family lead	Fixed point; avoid adding tasks
After muhurtham	Post-muhurtham rituals / blessings as applicable	Priest coordinator	Sequence varies; priest to confirm
11:30 AM–1:30 PM	Lunch in planned batches; elders assisted first if family requests	Catering lead + guest desk	Keep dining flow clear
After lunch	Guest departures, room checks, transport coordination	Guest desk + family lead	Confirm vehicles and belongings

ROLE OWNERS & EMERGENCY CONTACTS

ROLE	NAME / PHONE	BACKUP / NOTES
Family lead		
Priest coordinator		
Hall manager		
Catering lead		
Guest desk		
Photographer		
Power / transport backup		

Communication: Coordinator WhatsApp group: _____ **Single announcement person:** _____
Rain / power / delay fallback: _____
Important: Add 15–30 minutes before fixed points where practical. Rituals and their order vary by family and community; confirm with your priest. This sample is a planning aid, not a ritual instruction.