



The Indian Wedding Master Checklist: Roka to Vidaai

A Dream Weddings planning tool

Every task from engagement to final ceremony. Check off as done. Assign to Owner.				
#	Task	Owner	Deadline	Done?
ROKA / ENGAGEMENT CEREMONY				
1	Fix auspicious date with family pandit			☐
2	Book restaurant/venue for roka ceremony			☐
3	Order engagement ring			☐
4	Brief the photographer/videographer for roka			☐
5	Send invite to close family			☐
6	Arrange puja items			☐
7	Decide what both families will gift each other			☐
8	Coordinate matching outfits if desired			☐
PLANNING KICKOFF				



Every task from engagement to final ceremony. Check off as done. Assign to Owner.				
9	Set total wedding budget with both families			☐
10	Create a master guest list (both sides)			☐
11	Decide wedding location (city / destination)			☐
12	Fix wedding date and all pre-function dates			☐
13	Hire a wedding planner			☐
14	Open a dedicated wedding bank account / UPI ID			☐
15	Create a shared wedding folder (Google Drive)			☐
16	Start an inspiration board (Pinterest / saved posts)			☐
12 MONTHS OUT — BOOKINGS				
17	Book wedding venue + room block			☐
18	Sign venue contract and pay deposit			☐



Every task from engagement to final ceremony. Check off as done. Assign to Owner.				
19	Book lead photographer + videographer			[]
20	Book bridal makeup artist (MUA books out fast!)			[]
21	Book mehendi artist			[]
22	Shortlist decor team / florist			[]
23	Book sangeet choreographer if needed			[]
24	Get wedding insurance if doing an international destination			[]
OUTFITS & STYLING				
25	Finalise bridal lehenga (allow 4-6 months for custom)			[]
26	Book blouse maker / tailor			[]
27	Book groom sherwani + accessories			[]
28	Finalise saree or gown for reception (if different)			[]



Every task from engagement to final ceremony. Check off as done. Assign to Owner.				
29	Decide bridesmaids / family coordination looks			☐
30	Book outfit trials (3-4 months out)			☐
31	Finalise bridal jewellery (rent or buy)			☐
32	Shop for bridal accessories: dupatta pins, potli, footwear			☐
DECOR & FLORALS				
33	Create mood board for each function (Haldi, Sangeet, Wedding)			☐
34	Briefing with decor team — confirm palette per function			☐
35	Approve Mandap design concept			☐
36	Approve Sangeet stage design			☐
37	Confirm Haldi decor setup			☐
38	Decide on welcome arch / gate decor			☐



Every task from engagement to final ceremony. Check off as done. Assign to Owner.				
39	Confirm lighting design (fairy lights, chandeliers, draping)			[]
40	Sign off on centrepiece samples			[]
FOOD & BEVERAGE				
41	Confirm catering team (in-house or outside caterer)			[]
42	Schedule and complete food tasting			[]
43	Finalise menu for each function			[]
44	Confirm dietary requirements (Jain, vegan, allergies)			[]
45	Decide on live food stations			[]
46	Finalise cocktail menu / bar package			[]
47	Confirm number of bartenders and servers			[]
48	Collect final headcount 2 weeks before			[]



Every task from engagement to final ceremony. Check off as done. Assign to Owner.				
INVITES & GUEST COMMS				
49	Design e-invite for all functions			[]
50	Send save-the-date 6-8 months out			[]
51	Send formal e-invite 3 months out			[]
52	Create RSVP tracker			[]
53	Send travel & hotel information to outstation guests			[]
54	Create guest WhatsApp group			[]
55	Share dress codes and theme colours			[]
56	Send day-before reminder to all guests			[]
HOSPITALITY & TRANSPORT				
57	Plan airport pickup roster for all outstation guests			[]
58	Arrange local shuttle service between hotel and venue			[]



Every task from engagement to final ceremony. Check off as done. Assign to Owner.				
59	Prepare welcome hampers for all room drops			☐
60	Book extra rooms for immediate family			☐
61	Create guest room list and share with hotel			☐
62	Arrange kids' activity plan if children attending			☐
63	Prepare senior guest comfort plan (seating, dietary, mobility)			☐
64	Set up wedding helpdesk number for guest queries			☐
PRE-WEDDING FUNCTIONS				
65	Confirm Haldi ceremony venue, time, vendor checklist			☐
66	Confirm Mehendi ceremony venue, additional artist count			☐
67	Confirm Sangeet venue, stage, AV, choreography run-through			☐



Every task from engagement to final ceremony. Check off as done. Assign to Owner.				
68	Brief all vendors on exact run of show			☐
69	Share final timeline with all pre-function vendors			☐
70	Ensure photographer briefed on priority shots per function			☐
71	Arrange flower petals, haldi paste, rose water for Haldi			☐
72	Prepare emergency kit (safety pins, makeup touchup, thread)			☐
WEDDING DAY				
73	Distribute wedding day run sheet to all vendors (2 days before)			☐
74	Confirm priest/pandit arrival time and puja requirements			☐
75	Confirm bridal suite access time with hotel			☐
76	MUA + hair team arrives 4 hours before ceremony			☐



Every task from engagement to final ceremony. Check off as done. Assign to Owner.				
77	Bridal entry rehearsal with dhol and entry team			☐
78	Videographer to capture BTS / getting ready shots			☐
79	Groom side coordinator confirmed and briefed			☐
80	Couple emergency kit ready: mints, pin kit, tissues, phone charger			☐
CEREMONIES				
81	Baraat arrival confirmed with groom's side			☐
82	Jaimala / varmala setup confirmed with venue			☐
83	Pheras / ceremony run sheet shared with pandit			☐
84	Saat pheras completed			☐
85	Sindoor and mangalsutra ceremony			☐



Every task from engagement to final ceremony. Check off as done. Assign to Owner.				
86	Vidaai — plan carefully. Coordinate with photographer.			☐
87	Post-ceremony guest flow to reception			☐
88	Cake cutting / first dance (if reception planned)			☐
POST WEDDING				
89	Thank-you notes / WhatsApp messages to guests			☐
90	Collect and store all vendor contracts			☐
91	Follow up on outstanding vendor payments			☐
92	Chase photographer for edited sneak peeks (1-2 weeks)			☐
93	Full photo album delivered (3-6 months)			☐
94	Full video film delivered (4-8 months)			☐
95	Return borrowed jewellery / outfits			☐



Every task from engagement to final ceremony. Check off as done. Assign to Owner.				
96	Post a review for all vendors who did well			[]