



Shangri-La hotel

BENGALURU

Wedding Countdown

6-12 Months before

- Finalise the wedding date
- Plan & budget suitably
- Decide pre and post wedding events
- Decide the number of guests for each events
- Confirm the Event management Company/Wedding Planner and visit the Hotel
- Decide on the venue / Hotel
- Create and consolidate a guest list from both the bride and grooms side
- Schedule a meeting with Hotel Wedding planner
- Reconfirm the total number of rooms required and pre-book
- Initial stage of planning for the wedding decor and theme
- Book the pre wedding photo shoot and wedding photographer, bridal trousseau
- Finalise designer – Outfits, jewellery
- Consult a beautician / Salon and plan treatments for the bride and groom
- Reserve your marriage officiate
- Book the marriage registrar
- Reserve wedding entertainers/musicians/DJ
- Choose a honeymoon destination
- Order and renew passport or apply for visa for the honeymoon
- Apply for marriage leave

4-6 months before

- Confirm the bridal hair and make-up artist
- Create website and send online “block the date” invitation
- Finalise guest list and obtain invitation mail addresses
- Order wedding invites; include map of the wedding venue
- Finalise Honeymoon itinerary with Agent

2-4 months before

- Complete pre wedding photo shoot
- Finalise the bridal gown and suits, select the wedding outfits for the parents of the bride and the groom
- Prepare a list of wedding helpers (ushers, gift attendant, food and beverage coordinator) and assign them the responsibilities
- Plan activities for out of town guests both before and after the wedding
- Confirm a Master-of-Ceremony
- Detailed planning of the wedding day
- Menu finalisation with the hotel and first food tasting with Chefs
- Finalise baraat arrivals, Phera venue with hotel
- Finalise the wedding Cake
- Mail, distribute and email the wedding invites to out station guests
- Plan bachelor / bachelorette party

- Buy tickets and plan transportation for out station guests
- Finalise return gifts for families

6-8 weeks before

- Mail, distribute and email the wedding invites
- Update the website with the pre-wedding photo shoot.
- Purchase bridal accessories, shoes and jewellery
- Order wedding dress for Groom followed by fitting sessions.
- Reserve a bridal car and allot a dedicated parking space and Finalise the decor for the car
- Reserve Limousine for Groom to arrive at the wedding.
- Coordinate Bridal gowns and suits fittings
- Hair and makeup trial for the bride

2-6 weeks before

- RSVP – reconfirm with guest and intimate to the hotel no of guests and room requirement
- Confirm wedding ceremony details and what has to be provided to the wedding officiate
- Reconfirm the detailed timeline of the wedding and provide it to the people providing the respective services for the wedding
- Provide the photographer with a list of special photos to be taken during the functions
- Purchase party favours, wedding door gifts and gifts for helpers
- Provide the DJ with a song list that you would like to be played at the events.
- Make sure you procure all the required licenses for the event.
- Prepare wedding site road guide.
- Second food tasting our Chef to adjust the menu based on feedback received from the couple and family members. Confirm any beverage requirement.
- Groom/ bride to make appointment for facial treatment and hair spa.
- Create whatsapp group with invitees for regular updates, location share, venue map etc
- Finalise choreographer for Sangeet functions (wherever applicable) and discuss the list of performances and participants.

1 week before

- Arrange final dress fittings to make sure that the outfit is perfect
- Review wedding timeline
- Provide final count of guests to the wedding planner
- Confirm honeymoon accommodation and arrangement and pack for your honeymoon
- The bride and groom to familiarize each other with their respective guest lists
- Communicate last minute changes to the service providers
- Meet the Hotel wedding planner and run past the entire flow of event



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1 day before

- Review checklist and list down all the items to be brought for the wedding
- Confirm appointment with makeup artist & hairstylist
- Send all beverages and goodies to hotel for wedding reception
- Prepare ID card if checking in to the hotel
- Wedding planning company to do set up and a wedding rehearsal
- Bridal spa package at the CHI spa
- Place wedding site road guide boards at strategic junctions

The wedding day

- Have a hearty breakfast
- At the Hotel, connect with the wedding planner to get an update on the set up, decorations, event specs etc.
- Ensure someone trustworthy looks after the valuables
- Relax and enjoy your wedding day