**Wedding of [Groom] and [Bride]**

[Date], [Day]

[Venue]

**Solemnization: [Time]**

**Useful Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **THE GROOM** | | | **THE BRIDE** | | |
| **Name** | : |  | **Name** | : |  |
| **Address** | : |  | **Address** | : |  |
| **HP** | : |  | **HP** | : |  |

**List of Service Providers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO** | **SERVICE PROVIDER** | **COMPANY** | **LIAISON PERSON** | **CONTACT NUMBER** | **PERSON IN CHARGE OF BALANCE PAYMENT** |
| 1 | VENUE |  |  |  |  |
| 2 | CATERING |  |  |  |  |
| 3 | DECOR |  |  |  |  |
| 4 | BRIDAL (ANDAMAN) |  |  |  |  |
| 5 | DJ & ENTERTAINMENT |  |  |  |  |
| 6 | DESSERT TIER |  |  |  |  |
| 7 | FAVOURS (BERKAT) |  |  |  |  |
| 8 | KOMPANG |  |  |  |  |
| 9 | PHOTOGRAPHY |  |  |  |  |
| 10 | VIDEOGRAPHY |  |  |  |  |
| 11 | PHOTOBOOTH |  |  |  |  |
| 12 | TOK KADI |  |  |  |  |

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| **SOLEMNIZATION FOR [BRIDE] (6:00am – 11.00am)** | | | | | |
| **Time** | **Event/ Cue** | **Action By** | **Action** | | **Remarks** |
| By 6.00am | Arrival of Make-up Artist | Bride  Make Up Artist | * Ensure arrival of Make-up Artist (MUA) * Apply makeup and hairdo for Bride | | MUA: [Name, Number] |
| By 7.00am | Arrival of Bridesmaids  Arrival of Photographer  Arrival of Videographer | Bridesmaids  [Name of Bridesmaid] | * [Name of Bridesmaid] to ensure arrival of Photographer and Videographer | | Photographer: [Name, Number]  Videographer: [Name, Number] |
| By 9.00am | Completion of Make-up | Make Up Artist | * Complete makeup for bride | |  |
|  | Vehicle Movement from Bride’s Home to Venue | Bridesmaids  [Name of Bridesmaid] | * [Name of Bridesmaid] to call [Name of Groomsman] to confirm Groom has arrived at venue * [Name of Bridesmaid] ensure to bring Bride’s IC and luggage bag * All bridesmaids to carry gift trays | | [Name of Bridesmaid] to ensure:   * Witnesses’ presence and IC * Item 2 |
| By 9.30am | Arrival of Bride and Entourage | [Name of Bridesmaid] | * [Name of Bridesmaid] to secure personal bags * Bride stand by outside hall * Gift tray carriers to stand by outside hall | | [Name of Bridesmaid] to ensure:   * Item 1 * Item 2 |
| By 9.40am | March-in | Everyone | * Gift tray carriers to march in first * Bride to march in and head to dais | | In order:  Bridemaids > Bride >  Groomsmen > Groom |
| By 10.00am | Solemnization commences  Arrival of Photobooth Vendor | [Name of Bridesmaid] | * Solemnization * [Name of Bridesmaid] to stand by for sarung cincin [Name of Bridemaid] to standby to direct photobooth vendor for their setup | |  |
| By 11.00am | End of Solemnization proceedings | [Name of Bridesmaid]  Parents  Bridesmaids | * [Name of Bridesmaid] to ensure emcee’s arrival * Parents to make payment to Emcee * Prepare for photo-taking * Standby to store gift trays in bridal car | | Emcee: [Name, Number]  Balance payment to emcee: S$\_\_\_ |
| **SOLEMNIZATION FOR [GROOM] (6:00am – 11.00am)** | | | | | |
| **Time** | **Event/ Cue** | **Action By** | **Action** | | **Remarks** |
| By 6.00am | Wake-up call for Groom | [Name of Groomsman] | * Ensure Groom wakes up | |  |
| By 6.30am | Groom to get Ready To Strike | Groom | * Groom to call [Name of Groomsman] to update status | |  |
| By 7.00am | Arrival of Groomsmen  Arrival of Photographer | Groomsmen  [Name of Groomsman] | * [Name of Groomsman] to ensure arrival of Photographer | | Photographer: [Name, Number] |
| By 8.00am | Vehicle Movement from Groom’s Home to Venue | [Name of Groomsman]  Groomsmen | * [Name of Groomsman] to call [Name of Bridesmaid] to confirm departure * [Name of Groomsman] to ensure Groom brings along IC and personal bag * Groomsmen to carry gift trays | |  |
| By 9.00am | Arrival of Groom and Entourage | [Name of Groomsman]  Groom | * [Name of Groomsman] to call Kadi * [Name of Groomsman] to ensure proper system setup * [Name of Groomsman] to secure personal bag * Groom stand by in room | | Kadi: [Name, Number] |
| By 9.30am | Stand by for March-in | Groom  Groomsmen | * Groom to stand by outside hall * Gift tray carriers to stand by outside hall | | [Name of Groomsman] to ensure:   * Item 1 * Item 2 |
| By 9.40am | March-in | Everyone | * Gift tray carriers to march in first * Groom to march in and head to dais | | In order:  Bridemaids > Bride >  Groomsmen > Groom |
| By 10.00am | Solemnization commences | [Name of Groomsman] | * Solemnization * [Name of Groomsman] to stand by for sarung cincin session | |  |
| By 11.00am | End of Solemnization proceedings | [Name of Groomsman]  Parents | * [Name of Groomsman] makes payment for **Duit Kadi** * [Name of Groomsman] to pass name list to Emcee * Prepare for photo-taking * Standby to store gift trays in bridal car | | Kadi: [Name, Number]  Balance payment to kadi: S$\_\_\_ |
| **SANDING (12:00pm – 4.00pm)** | | | | | |
| **Time** | **Event/ Cue** | **Action By** | | **Action** | **Remarks** |
| By 12.00pm | End of photo-taking | Bride/Groom  [Name of Groomsman]  [Name of Bridesmaid]  [Name of Groomsman] | | * Bride and Groom to go up for outfit change * [Name of Groomsman] secure all gift trays in car * [Name of Bridesmaid] to bring up snacks for Bride and Groom * [Name of Groomsman] to call Kompang to confirm estimated time of arrival | Kompang: [Name, Number] |
| By 12.50pm | Zuhur Prayers | Emcee | | * Emcee to announce Zuhor timing (12.50pm) |  |
| By 1.00pm | Arrival of Kompang | Kompang | | * Kompang to stand by outside hall |  |
| By 1.20pm | Bride March-in | Bride  Bridesmaids  [Name of Groomsman] | | * Bride and Bridesmaids walk in * [Name of Groomsman] to stand by **Duit Kipas** * [Name of Groomsman] to stand by **Duit Kompang** * [Name of Groomsman] to stand by **Duit Hadang** | With MUA  **$150**  **$450**  **$2x25, $5x10, $10x5** |
| By 1.30pm | Groom March-in | Emcee  Groom  Groomsmen  Kompang | | * Emcee to narrate sequence of Hadang * Commencement of Hadang Session |  |
| By 1.50pm | Bride and Groom on dais | [Name of Groomsman] Bride / Groom  Kompang  [Name of Groomsman] | | * [Name of Groomsman] make payment for **Duit Kipas** * Silat Pengantin * Kompang Performance * [Name of Groomsman] make payment for **Duit Kompang** | **$150**  **$450** |
| By 2.00pm | Photo Taking | Emcee  Bride / Groom | | * Emcee to announce family name list as given by [Name of Groomsman] * Bride and Groom photo-taking session |  |
| By 3.30pm | Preparation of Bridal Table | [Name of Bridesmaid] | | * [Name of Bridesmaids] prompts caterer to prepare bridal table |  |
| By 3.40pm | Lunch for Bride and Groom | Bride / Groom | | * Bride and Groom start to have lunch |  |
| By 4.00pm | Vehicle Movement from Venue to Photoshoot Location | Entourage  Emcee | | * Entourage leaves for outdoor photoshoot * Emcee announces Asar timing (4.10pm) | Transport: [Name, Number] |
| By 5.00pm | End of Afternoon Reception | Emcee | | * Emcee announces end of reception |  |

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| **PHOTOSHOOT (4:30pm – 7.00pm)** | | | | |
| **Time** | **Event/ Cue** | **Action By** | **Action** | **Remarks** |
| By 4.30pm | Photoshoot | Entourage | * Arrival of Entourage * Photoshoot at [Location] | Email authorities for approval to have photoshoot at location before visit, if required |
| By 6.00pm | Vehicle Movement from Photoshoot Location to Venue | Entourage | * Entourage returns to wedding venue |  |
| By 6.30pm | Arrival at Venue | Bride / Groom  Bridesmaids  Groomsmen | * Perform Asar prayers * Perform Maghrib prayers * Change of Outfit * Perform prayers / Standby for vendors’ arrival |  |
| By 7.00pm | Arrival of Photobooth  Arrival of Dessert Table  Delivery of Video highlights  Projector and Screen Setup | Bridesmaids  Groomsmen | * 6.30pm: Dinner photobooth arrives to setup * 6.30pm: Dessert tier vendor arrives to setup * 6.30pm: Videographers to deliver video highlights * 6.30pm: Projector and screen setup |  |

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| **DINNER (7:25pm – 10.00pm)** | | | | |
| **Time** | **Event/ Cue** | **Action By** | **Action** | **Remarks** |
| By 7.25pm | Reception Table | Helpers | * Welcoming of Guests | To appoint helpers to usher guests and man reception table |
| By 7.30pm | Arrival of Guests | Emcee | * Emcee takes position * Invites guests to eat / take photos at photobooth |  |
| By 7.55pm | Stand by for March-in | Emcee  Entourage  Helpers | * Emcee to stand by (entrance song) * Entourage to take positions * Gives cue for entourage to enter | One of the helpers to get go ahead sign from emcee before giving cue |
| By 8.00pm | March-in | Bride & Groom  Entourage | * Proceed to Dais |  |
| By 8.10pm | Bride / Groom Speeches | Emcee  Bride & Groom | * Emcee to stand by microphones | 5 minutes each |
| By 8.20pm | Bridesmaid / Groomsman Speeches | [Name of Groomsman]  [Name of Bridesmaid]  Bride / Groom | * [Name of Groomsman] to commence speech * [Name of Bridesmaid] to commence speech * Bride and Groom start to have dinner | 5 minutes each |
| By 8.30pm | Video Highlights | Emcee | * Emcee to play video highlights |  |
| By 8.40pm | Photo-Taking | Emcee  [Name of Groomsman]  [Name of Groomsman] | * Announce friends list as given by [Name of Groomsman] * [Name of Groomsman] to remind photobooth vendor to hold set till 10.30pm for Bride and Groom |  |
| By 10.00pm | End of reception | Emcee  Bride & Groom  [Name of Bridesmaid] | * Emcee to announce end of photo-taking / reception. * Bride and Groom to walk down / say goodbye to guests * Bride and Groom to take photobooth pictures * [Name of Bridesmaid] to make payment to photobooth vendor | Balance payment to photobooth: S$\_\_\_ |