PRINTABLE CHECKLIST

Sangeet checklist

Everything to book, rehearse and decide for a sangeet, in the order you need it.

4 to 6 months before

- [ ] Choose the format: a performance night, a combined mehndi and sangeet, a garba night or a cocktail sangeet.
- [ ] Book a venue with a large dance floor and a stage, and ask for a scaled floor plan.
- [ ] Put the end time and sound limits in the contract, plus any fee for resetting a shared room.
- [ ] Book the DJ or band, a dhol player and lighting.
- [ ] Decide on the MC: a professional or a confident family member.
- [ ] Book a choreographer if the families want routines.

2 to 3 months before

- [ ] Set the performance list: eight to ten acts at most, two to three minutes each.
- [ ] Set the order: children, friends, siblings, parents and elders, solos, and the couple last.
- [ ] Schedule rehearsals, and get rehearsal space at the venue in writing.
- [ ] Plan dinner, served by about 9 pm if elders or children are coming.
- [ ] Start collecting video messages about six weeks before.
- [ ] Choose outfits that are bright and easy to dance in.

2 weeks before

- [ ] Cut every song to length, and keep one master song list.
- [ ] Put every track on one device in running order, with a backup.

- [ ] Print the running order for the MC, the DJ and one person who is not performing.
- [ ] Name someone to get each group ready before it goes on.

The day before

- [ ] Hold a final rehearsal, on the real stage if possible.
- [ ] Check the DJ's and photographer's hours against the run of show.

On the day

- [ ] Do a full sound check before guests arrive.
- [ ] Feed the performers first.
- [ ] Keep slack in the schedule, and keep an eye on the music cut-off time.

Plan every function in one place at dodeewane.com. This checklist is general guidance; confirm venue rules and vendor terms in writing.