

Askar Group — Wedding Planner

WEDDING PLANNER

Run Sheet

Booking BQ00005

14 Jun 2026

Event	Wedding · 13 Jun 2026
Guests	250

Timeline

WHEN	DEPARTMENT	TASK	STATUS
14 May 10:00	finance	Collect deposit (50%)	pending
30 May 10:00	sales	Send signed contract	pending
10 Jun 10:00	finance	Collect balance	pending
12 Jun 06:00	kitchen	Kitchen order & prep list	pending
12 Jun 08:00	logistics	Hall setup & décor	pending
13 Jun 12:00	operations	Run-sheet & staff briefing	pending
13 Jun 16:00	operations	Final QC walkthrough	pending