

Askar Group — Wedding Planner

WEDDING PLANNER

Run Sheet

Booking BQ00002

13 Jun 2026

Event	wedding · 30 Jun 2026
Guests	300

Timeline

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