



Committee Terms of Reference

For your wedding or Kwanjula/Kuhingira planning committee

Purpose

This committee exists to plan, coordinate, and deliver the event on behalf of the couple and both families. It gives every helper a clear role, keeps communication in one place, and protects the couple from carrying the full planning load alone.

Composition & Roles

Role	Name	Key Responsibility
Chairperson		Overall coordination, final decisions, family liaison
Treasurer		Manages committee funds, tracks contributions & spend
Secretary		Minutes, communication, committee records
MC Liaison		Coordinates programme with the Master of Ceremonies
Decor & Venue Lead		Venue booking, decor briefing, walk-through
Catering Lead		Menu, headcount, delivery timing
Transport & Logistics		Family transport, guest transport, timing
Gifts Coordinator		Gift baskets, exchange list, presentation order

Meeting Cadence

Committee meets every two weeks until 8 weeks before the event, then weekly. Final walk-through meeting happens the week of the event.

Decision-Making

Day-to-day decisions are made by majority vote among the core committee. Final sign-off on budget and major vendor choices rests with the couple and the family representatives named below.

Sign-Off

Name	Role	Signature	Date