MY SAMOA PLANNER · CHECKLIST

Saofa'i Planner

A checklist and budget for a matai title bestowal. Every family and village does things its own way — use this as a starting point and follow your aiga and nu'u.

Event date _____ Venue / village _____

Number of guests _____ Total budget (WST) _____

3–6 months before

- [ ] Family meeting (fono a le aiga) to agree the title, the holder(s) and the date
- [ ] Inform the village council (fono a le nu'u) and agree the date with them
- [ ] Agree contributions from family in Samoa and overseas
- [ ] Decide what will be presented: ie toga, sua, food, money
- [ ] Book a faife'au for the church service and blessing

1–3 months before

- [ ] Gather and count the ie toga
- [ ] Order pigs, kegs, pisupo, cartons of tinned fish and other food for the village and guests
- [ ] Book tents, tables and chairs
- [ ] Book catering or agree the family cooking teams
- [ ] Arrange 'ava for the 'ava ceremony
- [ ] Order outfits — ie faitaga, puletasi, ula
- [ ] Book a photographer / videographer

The last 2 weeks

- [ ] Confirm the order of the day with the village and the family orator
- [ ] Prepare the envelopes (tupe) for distribution
- [ ] Confirm deliveries of food and livestock
- [ ] Set up the fale and tents

After the saofa'i

- [ ] Register the title with the Land and Titles Court (check current requirements and timeframes)
- [ ] Thank the village, family and faife'au
- [ ] Record what was given and received for the family's records

Notes

Find vendors for every item on this list at **mysamoaplanner.ws** — search, then message them directly on WhatsApp.

MY SAMOA PLANNER · BUDGET

Saofa'i Planner

Get 2–3 quotes for the big items. Write the vendor name and their WhatsApp number next to each one, and note any deposit paid.

Item	Estimated (WST)	Actual (WST)	Vendor, contact & deposit paid
Ie toga			
Pigs & livestock			
Food for the village & guests			
Catering / cooking			
Kegs, pisupo & cartons			
'Ava			
Money for distribution (tupe)			
Faife'au & church sua			
Tents, tables & chairs			
Outfits & ula			
Photography / video			
Transport			
Registration & court fees			
Other			
Total			

Contributions from the family

Family member / branch	Promised (WST)	Received (WST)	Notes
Total			