



# Master Of Ceremonies Form

Please return this form and your wedding details form 2-3 weeks prior to your wedding date.

Venue:  Room (If Any):

Date of Event:  Start Time:  End Time:

## Details of the Bridal Party (in order of entry)

Formal announcement of the bridal party as they enter the reception required:  Yes  No (Please Tick)

Page Boy:   
Groomsmen:   
  
  
Best Man:   
Groom:

Flower Girl:   
Bridesmaids:   
  
  
Chief B/maid:   
Bride:

## Details of formalities on the night

If you have prepared a running sheet with approximate times please provide it with this MC form.

### Timing of the main formalities:

When will speeches be happening (e.g. after main course):   
When will the cutting of the cake be happening:   
When will the bridal waltz be happening:

### Speeches Required:

The following is only a guide to the speeches and toasts. Please feel free to alter as desired or to provide a separate list. Please enter the name of the person performing the specified duty.

1. Toast to the Bride & Groom - by a close friend:
2. Response & toast to the Bridesmaids – by the Groom/Bride:
3. Response – by the Best Man on behalf of the Bridesmaids:
4. Toast to the Brides parents – by a close family friend:
5. Response – by the Brides father:
6. Toast to the Grooms parents – by a close family friend:
7. Response – by the Grooms father:
8. Telegrams/Faxes – read by the Best Man/Groomsman:

Any other announcements for the MC to make or anything else you would like the MC to know:

  
  
  
  

**Contact Details:** By Post: 10 Government Road Nords Wharf NSW 2281  
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