Wedding details

Fill the blue answer boxes, save a copy and reopen it to check your answers.

Bride (if applicable)	
Groom (if applicable)	
OTHER - name / role	
Wedding date	
Venue	
MC name	
Wedding coordinator	
Photographer	
Videographer	
DJ / band	
Caterer	
Venue manager	

Use the names and roles the couple choose; leave other roles blank. Print at fit-to-page on A4.

Important contacts

Keep this working copy with the people coordinating the wedding.

Bride (if applicable) - phone	
Groom (if applicable) - phone	
OTHER - name / role - phone	
Best Man - phone	
Maid / Matron of Honour - phone	
Wedding Planner - phone	
Photographer - phone	
Videographer - phone	
DJ / Band - phone	
Caterer - phone	
Venue Manager - phone	
Emergency Contact - phone	

Timeline

Enter the confirmed times. Adjust the running order for this wedding.

Guests arrive	
Ceremony begins	
Ceremony ends	
Confetti	
Family photos	
Drinks reception	
Couple photos	
Guests called to dinner	
Grand entrance	
Meal service	
Speeches	
Cake cutting	
First dance	
Evening guests arrive	
Party begins	
Buffet	
Last dance	
Carriages	

Before guests arrive

Check in with the team and confirm the final arrangements.

Check with

- [ ] Wedding planner
- [ ] Venue manager
- [ ] Registrar / Celebrant
- [ ] Photographer
- [ ] Videographer
- [ ] DJ / Band
- [ ] Caterer

Confirm

- [ ] Final timeline
- [ ] Any delays
- [ ] Special announcements
- [ ] Accessibility requirements
- [ ] Reserved seating
- [ ] Emergency procedures

Ceremony

Music cues and the handover to the celebrant.

Ceremony time

15 minutes before: begin bringing in the guests to take their seats and remind them to switch off mobile phones.

Background music for guests (3 or more songs)

Aisle music for wedding party

Aisle music for couple / chosen entrance

Music for register signing (3 or more songs)

Hand over to celebrant

From ceremony to dinner

Confetti, drinks reception and the call to dinner.

Confetti announcement (if applicable)

Hand over to the photographer to arrange placements.

Drinks reception time

Welcome guests. Tell them about the bar, toilets, garden areas, photo locations and approximate timing.

> "Please enjoy the drinks reception while the photographer captures some family photographs.
>
> We'll invite everyone into the reception room shortly."

Call to dinner time

> "Everyone,
> May I have your attention please.
> Would everyone kindly begin making your way into the reception room."
>
> Pause.
> "Please find your table using the seating plan."

Grand entrance & dinner

Coordinate the entrance before making the announcement.

Grand entrance time

Coordinate with

- [ ] DJ
- [ ] Photographer
- [ ] Venue
- [ ] Couple

Music cue before entrance

> "Everyone...
> Please stand and make as much noise as you possibly can...
> Please welcome...
> [Chosen introduction below]"

How would you like to be addressed and introduced? For example: the happy couple, chosen names or titles. Do not assume a shared surname.

Chosen entrance introduction (exact wording)

Before dinner

Housekeeping, welcome and optional dinner games.

Housekeeping & welcome

Housekeeping: fire exits, toilets, smoking area and bar.
Optional welcome: "On behalf of [chosen names / form of address], thank you all for being here today."

Dinner games?

- [ ] Couples Quiz
- [ ] Wedding Music Bingo
- [ ] Wedding Karaoke

Every MOC is different. Some may offer additional services such as wedding breakfast karaoke, bride bingo or a toast in a quaich. These are optional examples, not services offered by every MOC. Discuss the options with your MOC.

Additional dinner notes

Speeches

Confirm the order and prepare each introduction.

Speeches time

Order

- [ ] MC welcome
- [ ] Parent / chosen speaker
- [ ] Groom (if applicable)
- [ ] Bride (if applicable)
- [ ] Best Man
- [ ] Maid of Honour
- [ ] Others

Introduction for each speaker

Parent / chosen speaker

Best Man

Groom (if applicable)

Others

Use the notes page for longer introductions or a revised order.

Toast & closing cues

Keep the final announcements and any extra notes together.

Chosen names / form of address for toast

Main toast

> "Everyone,
> Could I ask everyone to please stand.
> Raise your glasses...
> To [chosen names / form of address]!"

After speeches

> "Let's give another huge round of applause for all our speakers."

Turnaround announcement

Thank everyone.

Additional notes / longer introductions