



ABN: 46 791 825 899

Done by DJ

- Confirm with Function Centre that they are ready.
- Be sure to advise Videographer and Photographer so they are ready.
- Be sure all guests are seated and have your attention.
- Short introduction as DJ.
- Advise guests of the Bridal Partys' arrival and request they be upstanding for their official entrance.
- Introduce Bridal Party couple by couple and finally the Bride & Groom.
- Introduce MC

Done by MC

- Welcome guests on behalf of Bride & Groom.
- Advise guests of the evenings procedures.
- Point out location of facilities.
- Advise smoking/non smoking or alternate smoking location.
- Book Taxi's early if required.
- Operation and use of Wedding Cameras if applicable.
- Introduce grace before beginning of meal.

Checklist Prior To Commencing Speeches.

- Confirm with Function Centre that champagne has been poured and they are ready.
- Be sure to advise DJ, Videographer and Photographer so they are ready.
- Make sure Bridal Party is seated and ready.
- Advise guests 5 minutes prior to speeches so they can make themselves available.
- Intro Speeches.