



ABN: 46 791 825 899

Name: Mr & Mrs	Wedding Date:	Version: 1.0
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Details	Name / Option	Service	Name
Brides Parents		DJ	
Grooms Parents		MC	
Intro Method	Parents / Families of Bride & Groom	Function Centre	
Guest Numbers		Photographer	
DJ Photos	Approved by Bride & Groom Yes / No	Videographer	

Special Notes	
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Time	Scheduled Event	Name / Coordinator / Song
3:30	Ceremony	DJ Not Required
6:00	Guests arrive, pre-dinner drinks if applicable (DJ Photo's)	Function Centre Staff / DJ
6:30	Guests are asked to be seated	Function Centre Staff / DJ
6:45	Bridal Entry (In appearance order, phonetic spelling please)	DJ
	Flower Girl & Page Boy	
	Bridesmaid & Groomsman 2	
	Bridesmaid & Groomsman 1	
	Chief Bridesmaid / Matron of Honour & Best Man	
	Bride & Groom	
	Dance floor / Twist / Conga to escort bridal party to bridal table	DJ
	Seat Bridal Party	DJ
	Special welcome to Parents / Families, intro MC	DJ
	Welcome guests, format, facilities, smoking location, taxis, photo booth, guest book, centre piece allocation.	DJ/MC
	Grace if applicable	
7:00	Entrée (Set / Choice / Buffet) and main meal (Set / Choice / Buffet)	Function Centre Staff
	Poem presentation & DJ photos	DJ
9:00	MC to be introduced to announce each individual speaker for speeches	DJ/MC
	Toast to Bride & Groom (Someone who has known the couple some time)	
	Response and toast to thank Bridesmaids (Groom)	
	Toast parents & absent friends	
	Speech (Best Man)	
	Speech (Bride's Father or representative)	
	Speech (Groom's Father or representative)	
	Reading of Telegrams (Groomsman)	
	Toast to MC if he is a guest (DJ)	
9:30	Dessert served (Set / Choice / Buffet)	
9:45	Cutting of the wedding cake	
	Bridal Waltz & any special songs to follow	
	Music description special songs to include	
	Garter	
	Bouquet	
11:40	Departure	Circle / Archway
12:00	Pickup	Driver / Taxi / Limo awaiting or Staying Onsite

Quality is remembered long after the price is forgotten