

# MASTER OF CEREMONIES (Wedding)

## Standard Procedures

### STRUCTURAL OUTLINE

**This table should be filled in as necessary.**

**NB:** Reordering of events may be required. This table is a common “western” format only.

Time	<b>EVENT</b> <i>Description</i>	Guests “Called to action”?	MC required?
	Pre-dinner drinks/Canapés		
	Guests Enter		
	Opening Announcements and House Keeping (1)		✓
	Entrance of Bridal Party (2)		✓
	Entrées		✓
	Speeches (3)		✓
	Main Meal		✓
	Cutting of the Cake (4)		✓
	Bridal Waltz(s) (4)		✓
	Open Dance Floor		✓
	Desert and Coffee/Tea		✓
	Throwing of the Bouquet/Garter Belt (4)		✓
	Farewell Circle/Arch (4)		✓
	Closing Remarks/Last Call (drinks/refreshments)		✓

Tip #1 Always, at least once, mention that the Bridal party look “absolutely” beautiful/stunning!

## 1. Opening Announcements

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Outline:	<b>Verbatim</b> <i>(to be read/recited)</i>
<p><i>Introduce yourself as Master of Ceremonies, introduce the DJ/Band and Function Centre host/manager (as necessary).</i></p>	<p>Ladies and Gentlemen may have your attention please. A very good evening/afternoon and welcome to today's wedding reception. My name is _____ and I will be your Master of ceremonies (MC) for the evening. Please do not hesitate to approach me to ensure your absolute enjoyment of today's celebration; it is my job to make sure you are well fed and entertained!</p> <p>To begin with I must deliver some quick notes for house- keeping:</p> <p>(List function centre <i>particulars</i>).</p> <p>Thank you very much for your time, Ladies and Gentlemen ... (a) or (b).</p> <p>(a) I will return to you shortly to announce the arrival of the Bridal Party. (Or) (b) It is now time to announce the arrival of the bridal party.</p>

**NB:** Potential house-keeping notes.

- Location of Toilets
  - Location of Exits
  - Location of wishing well/bridal memorabilia book
  - Special notes for reception format
  - Introduction of Special guests
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Tip #2 *Lighten the formal mood by asking an informal question, "is everyone having a good night/time?" or "isn't the food just superb ladies and gentlemen?".*

## 2. Entrance of Bridal Party

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Outline:	<b>Verbatim</b> <i>(to be read/recited)</i>
<p><i>Introduce the Bridal party in the order stipulated by wedding planner/hosts. This may need to be coordinated with hosts and music/entertainment.</i></p>	<p>Ladies and Gentlemen may have your attention please. It is now time to introduce the Bridal party.</p> <p>(Read, in order, the <i>position</i> and <i>name</i> of each couple).</p> <p>Thank you very much for your time, Ladies and Gentlemen ... (a) or (b).</p> <p>(a) I will return to you shortly to announce the announce_____.</p> <p>(Or)</p> <p>(b) The entrée will now be served.</p>

**NB:** Potential order for bridal party.

Order	Position	Name(s) <i>(insert names here)</i>
Firstly, introducing the...	Father and Mother of the Bride	
Next, introducing the...	Father and Mother of the Groom	
Next, introducing the...	Flower Girl and Page Boy	
Next, introducing the...	3 <sup>rd</sup> Bridesmaid and Groomsman	
Next, introducing the...	2 <sup>nd</sup> Bridesmaid and Groomsman	
Next, introducing the...	Best Man and Matron of Honour	

(Pause before announcing this entrance)

Order	Position	Name(s) <i>(insert names here)</i>
And now ladies and Gentlemen, it is my great honour to introduce to you, for the first time as husband and wife...	<u>The Bride and Groom</u>	

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### 3. Speeches

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Outline:	<b>Verbatim</b> <i>(to be read/recited)</i>
<i>Introduce the speech segment of the formalities, introduce and compliment each speaker.</i>	<p>Ladies and Gentlemen may have your attention please. It is now time to, as tradition demands, invite certain members of the Bridal party, to make address the party and toast to the good health of the bride and groom.</p> <p>(Read, in order, the <i>position</i> and <i>name</i> of each speaker).</p> <p>Thank you very much for your time, Ladies and Gentlemen ... (a) or (b).</p> <p>(a) I will return to you shortly to announce the announce_____.</p> <p>(Or)</p> <p>(b) The main meal will now be served.</p>

**NB:** Potential order for speeches.

Order	Position	Name(s) <i>(insert names here)</i>
Firstly, to make the opening address, I would like to invite the...	Father of the Bride	
To reply I would like to invite our next speaker, the...	Father of the Groom	
To reply I would like to invite our next speaker, the...	Matron of Honour	
To reply I would like to invite our next speaker, the...	Best Man	
And finally I would like to invite our last speaker, the...	Groom	

This order may vary.

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#### 4. Other Announcements

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<b>Cutting of the Cake</b>	
Outline:	<b>Verbatim</b> <i>(to be read/recited)</i>
<i>Announce the cutting of the cake, remind the guests that this is a good amateur photograph opportunity.</i>	<p>Ladies and Gentlemen may have your attention please. It is now time for our bride and groom to, as one, cut their ceremonial wedding cake; symbolising their unity in wedlock and the strength of bond that will overcome any obstacles. As our couple makes their way to the table, I would like to invite all amateur photographers to use this opportunity to take a picture of the bride and groom, cutting their wedding cake.</p> <p>Thank you very much, Ladies and Gentlemen ... (a) or (b).</p> <p>(a) Please take your seats _____.</p> <p>(Or)</p> <p>(b) It is now time for our next formality.</p>

<b>Bridal Waltz</b>	
Outline:	<b>Verbatim</b> <i>(to be read/recited)</i>
<i>Announce the bridal waltz, monitor the dance floor and invite others to join the bride and groom upon the request of the couple.</i>	<p>Ladies and Gentlemen, It is now time for our bride and groom to, hand in hand, make their way to the dance floor. It is my great pleasure to introduce to you, dancing for the first time and Husband and Wife, the bride and groom.</p> <p>(Invite other couples to the dance floor).</p> <p>Thank you very much, Ladies and Gentlemen ... (a) or (b).</p> <p>(a) Please take your seats _____.</p> <p>(Or)</p> <p>(b) Desert will be served shortly, please enjoy the music.</p>

**NB:** Potential dancing couple order.

- Parents of the Bride and Groom

-Bridal Party

-All other comers

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<b>Bouquet and Garter Belt</b>	
Outline:	<b>Verbatim</b> <i>(to be read/recited)</i>
<i>A fun formality, invite single men and women to the floor for the throwing of the garter/bouquet respectively.</i>	<p>Ladies and Gentlemen may have your attention please. It is now time for our couple to share their newly found luck in love with the singles amongst us! I would like to invite all the single men/women to the dance floor.</p> <p>Take it away _____.</p>

<b>Farewell Circle/Arch</b>	
Outline:	<b>Verbatim</b> <i>(to be read/recited)</i>
<i>An emotional formality that allows the guests to farewell the couple.</i>	<p>Ladies and Gentlemen may have your attention please. Please make your way to the _____ where I could like you to converge and form a farewell circle/arch. This is now your opportunity to formally farewell the single friend or relation you once knew and welcome our bride and groom into the lives of your friends and family as husband and wife.</p>

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