

Your wedding *MC planner.*

Every name, every moment and every announcement your master of ceremonies needs to host your day with warmth and perfect timing.

01

It's so much easier (and more fun!) on a computer, so grab a cuppa. Type your answers in Adobe Acrobat Reader or Apple Preview, not a web browser, so they save. Please don't use Google Docs, as I can't access them.

02

Take your time. Leave anything you're unsure of blank.

03

No rush: I'll need it back by our final planning meeting, a fortnight before the day.

On your phone? Install the free Adobe Acrobat Reader app. **iPhone:** open the planner, tap Share, then Acrobat. **Android:** tap Open on the download, then choose Acrobat. Tap any box to type, then share it back to me by email.

01 About you

BRIDE'S NAME

GROOM'S NAME

YOU'LL BECOME THE NEW MR & MRS…

WEDDING DATE

VENUE LOCATION

VENUE POSTCODE

YOUR EMAIL

YOUR PHONE

02 Timeline of the day

Your venue will help with these. Approximate is fine.

	START TIME	END TIME	DESCRIPTION
01			GUEST ARRIVAL
02			THE WEDDING
03			DRINKS RECEPTION
04			CALL TO THE WEDDING BREAKFAST
05			SPEECHES
06			EVENING GUESTS ARRIVE
07			CAKE CUTTING
08			FIRST DANCE
09			EVENING FOOD
10			CARRIAGES

03 The ceremony

Keeping the moment yours.

Would you like me to ask guests not to take photos as the bride walks up the aisle?
So phone screens don't appear in your official photos.

☐ Yes ☐ No

Social media: would you like me to ask guests…

☐ A · Not to post anything until you have posted first

☐ B · Not to upload anything at all

Would you like me to ask guests to put their phones on silent during the ceremony?
So nothing interrupts the moment.

☐ Yes ☐ No

Managing your front-row seats: will you put a name on each card, not just "Reserved"?
I strongly advise naming each seat rather than simply marking it reserved. It removes any ambiguity and makes your seating self-managing.

☐ Yes ☐ No

Guest seating: how would you like it?

☐ Mixed seating (most popular)

☐ Bride's and groom's sides (traditional)

04 The speeches

If any names are unusual, please spell them how they sound.

	NAME	ROLE (E.G. FATHER OF THE BRIDE, BEST MAN)	SOUNDS LIKE (IF UNUSUAL)
First speaker · normally the person who gives the bride away			
01			
Second speaker · normally the groom			
02			
Third speaker · normally the best man			
03			
Any other speaker			
04			

Are the speeches before or after dinner?

☐ Before dinner ☐ After dinner

My recommendation is afterwards. It helps the chef time the serving of your perfectly prepared meal, whereas speeches that overrun beforehand can spoil it. Before the meal, guests are hungry. Afterwards, they've enjoyed your Pearls of Wisdom and the Mr & Mrs Game, so I can energise the room and create a far more relaxed atmosphere.

05 Games

The fun that turns a room full of guests into one big celebration.

Would you like me to hand out the Pearls of Wisdom?
A great way to break the ice.
☐ Yes ☐ No

Would you like to play the Mr & Mrs Game during the meal?
A great way to create fun and laughter.
☐ Yes ☐ No

Would you like to play the Table Centrepiece Game?
Highly recommended! A hilarious way to leave your guests on a high before the room turnaround. See it on the MC page at djterryjlewis.com.
☐ Yes ☐ No

CENTREPIECE GAME PRIZE (E.G. FLOWERS, LOTTERY TICKETS, DRINKS TOKENS)

06 Wedding party & suppliers

The people I'll be working with, introducing and celebrating.

NUMBER OF DAY GUESTS

NUMBER OF EVENING GUESTS

COORDINATOR'S NAME

COORDINATOR'S PHONE

PHOTOGRAPHER'S NAME

PHOTOGRAPHER'S PHONE

VIDEOGRAPHER'S NAME

VIDEOGRAPHER'S PHONE

BRIDE'S MOTHER

BRIDE'S FATHER

GROOM'S MOTHER

GROOM'S FATHER

CHIEF BRIDESMAID

BEST MAN (OR MEN)

BRIDESMAID 1

BRIDESMAID 2

BRIDESMAID 3

BRIDESMAID 4

USHER 1

USHER 2

USHER 3

WHERE ARE YOU GOING ON HONEYMOON?

07 Anything else?

NO RUSH

There's no hurry to complete it. Build it as your plans develop, then send it back in time for our final planning meeting, a fortnight before the day, and we'll go through it together.

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