



Master of Ceremonies (MC)

Program *Timeline/guide*

guides are a starting point for customisations
to your timeline & celebration needs

For couples who'd love their wedding reception to run smoothly, with a warm, engaging host to guide the flow of the evening, make announcements, and keep guests connected and entertained.

- ☐ You want someone confident on the microphone who knows how to keep things light, fun, and organised.
 - ☐ You'd like your guests (and you!) to relax and simply enjoy the celebration, knowing the night is in good hands.
 - ☐ You want seamless coordination between your vendors (venue, DJ/band, photographer, caterers).
 - ☐ You'd like someone who can add personality and charm while ensuring the schedule runs on time.
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What's included:

- ☐ Coordination and delivery of all key announcements (bridal party entry, couple's grand entrance, housekeeping, etc.)
 - ☐ Guiding the flow of the reception timeline (meal service, speeches, toasts, cake cutting, first dance/alternative moments).
 - ☐ Introducing speakers for formalities (parents, bridal party, couple, etc.).
 - ☐ Working alongside your photographer, DJ/band, and venue staff to keep everything running smoothly.
 - ☐ Adding warmth, energy, and humour to keep guests engaged.
 - ☐ Assisting with housekeeping messages (guest book, photo booth, transport updates, etc.).
 - ☐ Tailoring the tone to suit your vibe – from polished elegance to relaxed and fun.
 - ☐ Optional: fun ice-breaker games or guest interaction moments (if desired).
 - ☐ Provision of PA system and microphones (*if needed*).
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Best suited for couples who:

- Want a reception that feels organised, smooth, and stress-free.
- Prefer to relax and enjoy the night without leaning on friends/family to "be the MC."
- Would like their celebration to have personality and flow, without awkward pauses or missed moments.



Wedding Reception MC Program (5 Hours)

6:00 pm – Guests Arrive & Welcome Drinks (30 min)

- MC welcomes guests, gives quick housekeeping (bar, bathrooms, guestbook/photo booth).
- Canapés / entrée trays (cocktail) or plated entrée (formal).

6:30 pm – Couple's Grand Entrance + (Optional) First Dance (15 min)

- MC hypes up the crowd.
- Bridal party entry – intro
- Couple enters.
- Option: go straight into first dance OR save for later.

6:45 pm – Dinner / Main Food Service (45 min)

- Guests eat, mingle, relax.
- MC keeps chatter light, short announcements as needed.

7:30 pm – Speeches Part 1 (30 min)

- Welcome speech (parent/couple).
- A couple of short speeches (best friend / sibling).
- Toast to the couple.

8:00 pm – Continue Meal Service / Social Time (30 min)

- Main course continues (formal) OR second wave of canapés/grazing (cocktail).
- Background music, MC keeps atmosphere flowing.

8:30 pm – Speeches Part 2 (30 min)

- Maid of Honour, Best Man, Couple (if they wish).
- MC thanks each speaker, keeps things sharp.

9:00 pm – Cake Cutting + Dessert (15 min)

- MC invites all to gather for cake.
- Dessert served.



9:15 pm – Dance Floor Opens (90 min)

- Couple's First Dance here (if not earlier).
- Guests join in.
- Optional bouquet/garter toss or anniversary dance about halfway through (≈10 pm).

10:45 pm – Couple's Thank You Speech + Final Toast (15 min)

- Couple thanks guests, family, vendors.
- MC wraps up, announces last song.

11:00 pm – Farewell / Exit (15 min)

- Sparkler exit, confetti toss, or farewell arch.
- Reception concludes. 🥂

⚡ 5 hours (6:00 pm – 11:00 pm).

- Still includes food, speeches, cake, dancing, and farewell.
- Speeches are broken into two parts (modern flow, less fatigue).
- Works for cocktail or sit-down by adjusting food service style.



MC Run Sheet (5 Hours)

6:00 pm – Guests Arrive & Welcome Drinks (30 min)

- MC: greet guests, outline bar / bathrooms / guestbook.
- Food: canapés / entrée.

6:30 pm – Couple's Grand Entrance + (Optional) First Dance (15 min)

- MC hypes the crowd. Bridal party & Couple enters (music cue).
- Option: do first dance here or save for later.

6:45 pm – Dinner / Main Food Service (45 min)

- Guests eat and mingle.
- MC keeps atmosphere light.

7:30 pm – Speeches Part 1 (30 min)

- Welcome speech (parent/couple).
- 1–2 short speeches (sibling/friend).
- Toast to the couple.

8:00 pm – Continue Meal Service / Social Time (30 min)

- Main course or cocktail service continues.
- Background music / mingling.

8:30 pm – Speeches Part 2 (30 min)

- Maid of Honour, Best Man, Couple.
- MC wraps with thanks.

9:00 pm – Cake Cutting + Dessert (15 min)

- Cake cutting ceremony.
- Dessert served.

9:15 pm – Dance Floor Opens (90 min)

- First Dance (if not earlier).
- Guests join in.
- Optional: bouquet toss, anniversary dance, or fun game (~10 pm).



10:45 pm – Couple's Thank You Speech + Final Toast (15 min)

- Couple thanks guests & vendors.
- MC cues final song.

11:00 pm – Farewell & Exit (15 min)

- Sparkler tunnel, archway, or confetti exit.
- Reception concludes. 🎆

💎 Guest-Facing Timeline

Welcome – 6:00 pm

Drinks, nibbles & mingling

Grand Entrance – 6:30 pm

Cheer the newlyweds in style 💎

Dinner & Speeches – 6:45 pm – 8:30 pm

Delicious food, heartfelt words, happy tears 🥂

Cake & Dessert – 9:00 pm

Sweet treats to fuel the party

Dancing – 9:15 pm

First dance, then let's fill the floor! 💃 🕺

Final Toast & Farewell – 10:45 pm – 11:00 pm

Cheers, sparklers & send-off 🎆

MC Run Sheet - 6 hours

(with Cocktail Hour)

5:00 – 6:00 pm – Cocktail Hour

- Guests arrive, enjoy drinks & canapés.
- Couple with bridal party taking photos.
- Background music sets the vibe.
- MC: light announcements (guestbook, bar, photo booth).

6:00 – 6:15 pm – Couple's Grand Entrance

- MC hypes up the room.
- Bridal party intro and enter
- Couple enters (music cue).
- Optional: quick first dance.

6:15 – 7:00 pm – Dinner / Main Food Service

- Guests eat / canapés continue if cocktail style.
- MC keeps atmosphere warm & moving.

7:00 – 7:30 pm – Speeches Part 1

- Welcome speech (parent/couple).
- 1–2 short speeches.
- Toast to the couple.

7:30 – 8:00 pm – Dinner Service / Social Time

- Second food round (mains / substantial canapés).
- Guests mingle.

8:00 – 8:30 pm – Speeches Part 2

- Best Man / Maid of Honour / Couple.
- MC wraps.

8:30 – 8:45 pm – Cake Cutting + Dessert

- Cake cutting ceremony.
- Dessert or dessert canapés served.



8:45 – 10:15 pm – Dancing

- First dance (if not earlier).
- Dance floor opens.
- Optional: bouquet toss, fun game around 9:30.

10:15 – 10:45 pm – Couple's Thank You + Final Toast

- Couple thanks guests.
- MC cues last songs.

10:45 – 11:00 pm – Farewell & Exit

- Sparkler or confetti send-off.
- Reception concludes. 🎉

💎 Guest-Facing Timeline *(with Cocktail Hour)*

Cocktail Hour – 5:00 pm

Drinks & canapés while the couple takes photos 🍸 💎

Grand Entrance – 6:00 pm

Welcome the newlyweds in style

Dinner & Speeches – 6:15 – 8:30 pm

Food, laughter, and heartfelt words 🍽️

Cake & Dessert – 8:30 pm

A sweet little moment 🍰

Dancing – 8:45 pm

First dance, then everyone on the floor! 💃 🕺

Final Toast & Farewell – 10:15 – 11:00 pm

Cheers, sparklers & send-off 🎆

