

MC NOTES

- Please email mandy@southsoundevents.com.au (with the **wedding date** in the subject line) at your earliest convenience, so we are in contact – and can send you the Run Sheet when it is finalised closer to the wedding date.

Then a few weeks before the wedding...

- Check with your bride and groom, do they have a guest book? Instagram hashtag? Photo Booth? Recovery lunch the next day? Anything else they would like the guests to know about in the Housekeeping?

- Print out the Final Run Sheet once confirmed (usually 2 weeks before the wedding date).

- Print out your Housekeeping (or the last 3 pages of this document). We can fill it out together with the function coordinator before the reception begins.

Come and see us at our prearranged time (if you come earlier we might still be setting up and not yet ready for you) and bring a pen with you.

MC to chat with DJ upon arrival

- Microphone operation, positioning and lectern.
 - Learn about adjustment of microphone stand.
 - Discuss feedback positions and learn about what to do if feedback occurs.
 - Let DJ know where you are seated for the reception.
 - DJ will then introduce you to the function coordinator.
-

With the function coordinator and DJ

- Check run sheet times are identical for food service.
- Find out about smoking areas/toilets/any other housekeeping info.
- Let function coordinator know where you are seated for the reception.
- Confirm with function coordinator that they will let you know as to when we
 - a) can seat the guests (all the canapes have been served)
 - b) when to begin speeches (after dinner / following clearing of plates etc)

Now, we wait for the bridal party to return from photos, whoever notices first needs should let the others know (DJ, MC and function coordinator).

- When the kitchen has finished serving all of the canapés (check with function coordinator), we can invite people to be seated. We won't need to use the microphone, just let a few groups of people know and they will all drift inside.
 - The time from when guests are seated, to when we get things underway with the bridal party entrance and housekeeping can be kind of nerve racking. You will want to get it out of the way and relax and join the party. Just be comfortable waiting for the bridal party to return from photos and let them have a little rest; we will begin once they are ready to enter.
 - When bridal party return from photos, we will have time to go and have a chat with them before they are introduced (guests will be getting their orders taken and drinks poured so it's not a big rush). You can double check the order they are coming in for your introduction, as well as help get them pumped up about making a big entrance!
-

HOUSEKEEPING AND BRIDAL PARTY ENTRANCE

Once we know that the bridal party are outside waiting and **ready to enter – THEN we will begin the housekeeping.** Immediately following the housekeeping, we will introduce the bridal party. It flows best this way, and I find if we do the housekeeping, and then there is a break before announcing the bridal party – it can be difficult to get everyone’s full attention again. Also, this way we avoid interrupting guests’ conversation too many times.

Housekeeping is the hardest part – because its first up and the most amount of talking you will have to do. It can seem simple but it’s quite intimidating when you get up and everyone is looking at you! Just be prepared, know exactly what you are going to say and relax – don’t rush through it or you will forget things and miss out on giving your guests important information.

Wait until you have everyone’s attention before you begin speaking – they need to know these things! Stand there and do not begin until everyone is quiet. If they start talking – you need to stop and wait for them to pipe down.

Housekeeping

- Introduce yourself, how do you know bride & groom?
 - Guest book / Instagram hashtag or other information from Bride & Groom
 - Introduce DJ (guests can let DJ know if volume is uncomfortable, or Photo Booth needs attention)
 - Photo Booth Housekeeping (if applicable)
 - No drinks while dancing (broken glass in the dark with bare feet = blood & stitches)
 - Smoking Area
 - Toilets
 - Last Drinks/Bus Departure Times
 - Recovery lunch tomorrow?
 - INTRO BRIDAL PARTY!
-

Once you have finished the housekeeping, ask guests to put their hands together and get excited as the bridal party enters the building!

Your DJ will play the 'entrance song' as you finish the housekeeping - and dip the volume so that you can announce each couple as they enter. The aim is to get all the guests excited, so you need to have a big cheesy enthusiastic voice and say something like 'Put your hands together ladies and gentlemen, for AMMMMMMMY and MARTYYYYYYY!!!!!!' Give each couple a chance to make their entrance and do a little twirl/dance. Wait until they get to their seat before you announce the next couple.

It's a fun part of the evening in which the MC plays a HUGE role. It's totally up to you to get all the guests excited, get them smiling and clapping and cheering.

The volume for entrance is up loud, this is the most likely time that **feedback can occur**. Feedback happens when the microphone is directly in front of or in line with the speakers. If you hear feedback – just move slightly until it stops. Check with your DJ as to the set up and microphone before the housekeeping/bridal party entrance.

- **Make *SURE* you know correct *order and pronunciation* of names!**
- **Check how bride and groom wish to be introduced, Mr and Mrs?**

AFTER introducing the bridal party, close off by letting everyone know what is next.

"We will be back shortly with speeches" (or entrée if applicable)

SPEECHES

Once the bridal party have entered, if we are going straight to speeches, first let them sit down and settle in with a drink. Usually 3-5 minutes works well. DJ can play one song and fade the volume out when everyone is ready. Please don't sit down and relax too quickly after your housekeeping and bridal party introduction is finished, as we need to **keep rolling and introduce the speeches as soon as is possible**. We don't want the main course to be ready and we are running late. Perhaps hang with your DJ for a minute before speeches begin. Or you could let the father of the bride (or whomever is speaking first) know that they are up after this song finishes.

Alternatively, entrée will be served - and then the speeches begin once the plates have been cleared and the venue coordinator has given us the OK.

DO NOT START SPEECHES UNTIL ALL PLATES HAVE BEEN CLEARED AND DRINKS HAVE BEEN TOPPED - you *must* wait for the thumbs up from the function coordinator

- **Let the speakers and your DJ know you are beginning soon**
- **Make sure the bride and groom and other VIPs are seated**
- **Is there a photographer or videographer?**

(They need to be ready to capture and record the audio for the speeches)

Please make sure your DJ knows the order of who is speaking - If order changes, let your DJ know. We may have little intro songs, which are played after your introduction of each speaker, as they walk up to the microphone and get settled in.

When you return to the microphone to get guests attention for the speeches, do not begin until the room is quiet and everyone is attentive. Wait – even if it takes a minute or two. The first thing you say will be at a lower volume, then your DJ will turn you up.

For speeches, using the microphone stand enables the speaker to have two free hands (they have notes and a drink). They can always take the mic out if they wish. Remind them to speak right into the microphone in the last second before they begin their speech.

Please DO NOT adjust microphone stand without loosening the threading because it destroys them, and we have to replace mic stands once this has been done a few times. Painful expense - makes for an unhappy DJ.

It's your responsibility to ensure the microphone is held close enough to enable all the guests to hear their speech. If the microphone is far away from their mouth, we have to turn the volume up, and this creates feedback and generally crappy sound. Whisper in their ear **just before they start** their speech **“you need to talk right into the microphone”**

When speeches are being given, you should stand nearby.

Thank each speaker and introduce the next one.

When a 'round' of speeches is over, close with something like

“We will be back with some more speeches after dinner, enjoy your meal”

REMEMBER – the DJ or function coordinator will let you know when we are ready for the next round of speeches. Relax and enjoy your meal, it's not about timing, we begin speeches once all the plates are cleared and drinks are topped.

CAKE CUTTING

We will usually cut the cake following the last speech (after main course). Cake cutting is generally kind of boring, not everyone will be into it – however, it is an opportunity to encourage everyone to get up and perhaps take a photo – and then they are out of their seats and can mingle with other guests! Always good to be up and having a mingle.

Please try to encourage everyone

“Now here is a great photo opportunity – grab your phone and get up to capture the cake cutting”

Do your best to get at least half of the guests involved!

After cake cutting, close with

“Dessert will be served shortly / The dessert table is now open, and we will be back soon with the first dance”

A strong but short and sharp exit is the best way to be a champion MC.

You can 'knock off' at this point if you wish. We can announce the first dance and take it from here! Make sure the microphone is safely returned to the DJ. The bride and groom are liable for lost wireless microphones.

After dinner, the period of the evening where guests are eating dessert - the music is a lot more up-tempo, people have had a few drinks and are enjoying each other's company – whilst looking forward to hitting the dance floor.

Once they are up and dancing – that's it! The music has a lot more energy, is a bit louder and we don't bring it back down again.

Timing is very important here. While we aim for the first dance at 9.30 - it depends on the night. We want the room to get to the point where everyone is pumped to start dancing!

If you wish to announce the first dance, check with your DJ. We will sense the correct time for the guests to change the vibe from upbeat and conversational, to dance floor party time.

FIRST DANCE

Instruct guests to head over to the dance floor and stand around the edge. Encourage EVERYONE to get up out of their seats. They have been sitting for most of the evening and might feel a bit full and content, so let's get them up to watch and support the bride and groom with their first dance (and hopefully they will then feel like joining in afterward).

Once bridal waltz is over, or once you get 'the look' from the bride and groom, **invite the family of the bride and groom** to join them on the dance floor. Then invite the **bridal party**, then everyone else. Parents will wait for the official invitation and we see them a bit miffed sometimes if this is forgotten. It is one of those 'wedding' traditions that we think is important to acknowledge the parents.

If you are announcing the first dance, make sure you return the microphone to your DJ before you hit the d floor!

PRINT THESE LAST 3 PAGES, and on the day
PLEASE BRING WITH YOU

- A pen
 - Final Run Sheet
 - Housekeeping Template/Notes
 - MC NOTES if you wish (at least these last 3 pages)
 - Good vibes and no nerves! Don't worry, we will have the best time ever!
 - Enter the reception area to **meet with your DJ** and function coordinator at the agreed time. Please don't be early as we likely won't be completely set up and ready.
 - Have a drink and try to relax before you have to do the housekeeping and introduce the bridal party – **have fun with it** and you will set a great tone for the evening.
 - **Take your time** with the housekeeping so you don't forget any important information. We go over the housekeeping not to bore everyone, but because its important information. **Don't talk over the top of people**, wait for them to shut up!
 - Have a practice run at **adjusting the microphone stand** so you feel comfortable with it. It's a bit fiddly and you will feel like the room is looking at you and waiting, but just take your time. Speeches are important, we want the sound quality to be good and the person speaking to feel relaxed – and for the guests to enjoy the speeches and not be straining to hear them. **Remind people to speak right into the microphone** just before they commence their speech.
 - **Communicate** with your DJ and function coordinator. If we don't work as a team, it's difficult to achieve the best outcome for our Bride and Groom. Eyeball or let your DJ know when you want to speak/use the microphone. Work with your function coordinator to ensure the meals are served hot and when they are ready.
 - When you begin speaking the mic **volume** will be increased, so that it's not super loud to begin with. Just repeat your opening again as we turn you up. If you scream in to the microphone the DJ will lower your levels. Please don't scream (especially later in the night when you've had a few...) as its unpleasant and can damage our equipment.
-

HOUSEKEEPING

Do not start until everyone is QUIET. If they start talking again, you stop talking and wait for someone to shush them.

1 - (Very Important) INTRODUCE YOURSELF

Explain how you know the bride and groom 😊

2 - HASHTAG? GUESTBOOK?

Ask the bride and groom if they have a guest book, or anything they would like guests to contribute to. Do they have an Instagram hashtag?

3 - INTRO THE DJ

- Our DJ for this evening is _____
- If the volume is uncomfortable, please let myself or the DJ know.
- No drinks while you are dancing – its very dangerous! We will kill the music if you forget. Smashed glass wear means lights up, then a clean up - and high heels back on.

4 - PHOTO BOOTH

(if applicable, check if the South Sound Events photo booth is booked)

- a) Any issues with the photo booth please let our DJ know.
 - b) No drinks on top of the photo booth.
 - c) Props to remain with the photo booth, NOT on the dance floor.
-

5 - SMOKING AREA

6 - TOILETS

7 - BUS DEPARTURE TIME / LAST DRINKS

(if people are still listening, otherwise skip this!)

8 - INTRO THE BRIDAL PARTY!

(give each couple plenty of time to get to their seat before starting the next names)

Confirm order of entrance once the bridal party return after photos – we will have lots of time to chat with them before they enter.

9 - (Very Important) CLOSE OFF AFTER THE BRIDAL PARTY INTRO

“Entrée will be served shortly, and then I will be back with the first round of speeches”

OR “We will be back in 3 minutes to start the speeches so please make sure you have a full glass”