

First-Time Wedding MC Kit

Prepare the words, cues, and handoffs for a welcoming reception



For the friend or family member holding the reception microphone for the first time. Build a shared run sheet, prepare words that fit the couple, and turn the important moments into clear, manageable cue cards.

05 / GUIDE

Build a Reception Run Sheet

Use the team's actual timeline as your starting point. Record each microphone moment, its target time, the ready signal, and what happens after you finish. Allow for walking, applause, microphone handoffs, and guests settling. Keep fixed commitments, such as a venue finish, visible. The lead decides what can move if the plan slips.

This fictional evening uses a seated dinner and three speeches. Every tradition shown is optional. Times use the 24-hour clock. Sam gives the final go-ahead after checking the people named in the readiness column.

Time	Moment	Readiness	MC handoff
17:30	Guests take seats	Sam: room ready	Direct guests inside
17:45	Entrance and welcome	Couple, Kit, Lee	Welcome; lead to dinner
17:50	Dinner begins	Morgan: service ready	Invite guests to enjoy dinner
19:00	Three speeches	Speakers, Kit, Lee	Introduce each speaker
19:20	Cake moment	Couple, catering, Lee	Invite attention to cake
19:30	First dance	Couple, Kit, Lee	Introduce; clear the floor
19:35	Open dancing	Kit, couple, Sam	Invite guests to join
22:45	Final practical notice	Sam: transport confirmed	Thank guests; explain departure
23:00	Reception ends	Venue and Sam	No extra speech planned

Here dinner occupies seventy minutes. The speech block has twenty minutes: three four-minute speeches, three minutes for introductions and handoffs, and five minutes of buffer. These are agreed planning allowances, not universal durations. Catering must confirm whether this service window suits the meal, staffing, and guest count.

Give the sheet a date and version. Replace old copies when timings change. Your cue cards carry the words; this sheet carries the sequence. If the lead shifts speeches to 19:10, ask what happens to cake and dancing before changing their times yourself. Keep the final notice accurate even if earlier moments move.

17 / WORKSHEET

Worksheet: Team Contacts and Check-In

Team use only. Add contacts with permission, plus each person's location and cue responsibility.

Role	Name	Contact	Location / cue
Event lead			
Backup lead			
Venue contact			
Music / sound			
Catering lead			
Photo / video			
Access support contact			
Transport contact			

Final go signal, hold signal, backup communication method

Microphone handoff, mute owner, standby location, backup

Confirmed guest routes, service instructions, departure details

- ☐ Roles accepted by the named people
- ☐ Timing changes sent to everyone affected
- ☐ Venue incident contact and procedure confirmed
- ☐ Current version and check-in time recorded below

Plan version / checked with / time
