

# Richard W. Palmer

F. M. E. T. A F. I. S. M. M.

## **Toastmaster & Master of Ceremonies**

for your special occasion

The Dutch House, 32, Sunrise Avenue,  
Chelmsford, Essex CM1 4JP

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### Event details

Event .....

**Principal Name**

Phone Numbers

**Principal Name**

Phone Numbers

**Date of Event**

**Time of Event**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Address for Principal**

**Email address**

**Venue**

Address

Telephone Number

**Contact at venue**

Telephone Number

**Time of arrival**

**Contact at event**

**Toastmaster to arrive at**

**Finish at**

Photographer

Videographer

**Meal Time**

Number of guests

**Evening Party Time**

Number of guests

**Required at**

Y/N

**Announcements**

Y/N

Cameras

Flash Photography

Mobile Phones

**Receiving Line**

Announced

Y/N

Order

Other Details

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Entrance**

Principal Y/N  
Top Table Y/N  
Entrance Music Y/N

Distinguished and Honoured  
Guests, Ladies and Gentlemen,  
would you please stand.

**Thank you.**

Would you please give a very  
warm welcome to

.....

\*\*\*\* **Ladies and Gentlemen, will you  
please remain standing for Grace**

**Grace Y/N**

Who By

**Heavenly Father,  
We give thanks for**

.....

**Amen**

**Announcements**

Mobile Phones On/Off  
Charity line Y/N

Cameras on tables Y/N  
Details for return .....

Smoking during meal Y/N  
Or time .....

Guest Book Y/N

Others

.....  
wish to take wine with

.....

Time for Speeches

Fanfare/s for Speeches Y/N

Speakers

Others

Bouquets/Gifts during speeches Y/N

Location of flowers and gifts

Gifts for

Others

Music Y/N

**Room to be cleared Y/N**

**First dance**

**Musicians**

Start Time  
Finish

**Entertainer**

Start Time  
Finish

Balloons

Caterer

Where did you hear about RP TM

Other info



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