

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

Tel: 07971 409977 Office 01245 222392

www.thetoastmaster.co.uk tm@thedisco.co.uk

Wedding details

Bride's Name

Phone Numbers

Groom's Name

Phone Numbers

Date of Wedding

Time of wedding

Best Man/Men/Woman

Bride's Parents/Party

Father

Mother

Groom's Parents/Party

Father

Mother

Ushers

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

Bride's Maids

Chief Bridesmaid

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

Page Boy

Address for Bride/Groom

Email address

Wedding Venue

Address

Telephone Number

Reception Venue

Address

Telephone Number

B & G Time of arrival

Contact at reception

Toastmaster to arrive at

Finish at

Photographer

Videographer

Wedding Breakfast Time

Number of guests

Evening Party Time

Number of guests

Required at wedding

Y/N

Confetti Policy - Wedding Venue

Y/N

Confetti Policy - Reception Venue

Y/N

Civil Ceremony Announcements

Y/N

Cameras

Flash Photography

Mobile Phones

Y/N

Receiving Line

Announced

Y/N

Order

Bride's Mother

Groom's Father

Groom's Mother

Bride's Father

Bride

Groom

Chief Bridesmaid

Best Man

Other Details

Entrance

Parents	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 your bride
and groom, **the new Mr & Mrs**

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

Grace Y/N

Who By

**Heavenly Father,
we give thanks for this joyous
and special day.
We ask you to bless**

that they may have a long and
healthy life, filled with love and
happiness.
**Please bless all our guests and
this our wedding breakfast.**

Amen

Wedding Breakfast Announcements

Mobile Phones	On/Off
Charity line	Y/N

Cameras on tables	Y/N
Details for return

Guest Book	Y/N
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Others

Glass Tapping & Kissing

.....
wish to take wine with

.....
Time for Speeches

Fanfare/s for Speeches	Y/N
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Bride's Father

Groom

Best Man/Woman

Others

Bouquets/Gifts during speeches	Y/N
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Location of flowers and gifts

Gifts for	Bride's Maids
	Page Boy / Ushers
	Best Man/Woman

Others

Cake Cutting Time

Music	Y/N
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Room to be cleared	Y/N
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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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& Master of Ceremonies**