

# MC Responsibilities:

Liaise with the DJ and run through song choices and bridal entry line up etc.

- 1) Introducing themselves to guests as the MC for the evening
- 2) Inviting guests to be seated and delivering any house rules the venue may have stipulated

- Location of Rest Rooms;
  - **Ladies** are to the right at the end of the homestead
  - **Gents** are to the left at the end of the building.
- Smoking Areas: Reserved on the veranda of the homestead, where ash trays are provided.
- Fire exit and evacuation area
- Parents must supervise Children at all times
- No Glassware or alcohol are to be taking outside the marquee.

## Menu & Food Service

- **Buffet:** Guests are to be advised that they please remain seated until they are invited to the buffet.
- **Plated:** Please mention that it is alternate drop. We cannot take requests for meals but they are welcome to swap amongst themselves.

- 3) Introducing the wedding party + newlyweds into the Marquee. Liaise with DJ regarding music.

4) OPTIONAL - Saying grace or delivering a blessing before the meal (or introducing the person who will do this)

- 5) Introducing wedding speeches – **Coordinate with Function host prior to this for the all clear.**

6) Announcing reception “events” – i.e. cake cutting, first dance, bouquet toss, garter toss, the bride and groom’s departure.

7) 5 minutes prior to closing. Thanking guests for attending at the end of the night and officially “closing” the reception. Please inform guests to leave the property in a quiet manner in respect for other property owner.