

Amelia & James — MC show plan

ILLUSTRATIVE SAMPLE — NOT FOR EVENT USE. Fictional names, timings and arrangements. The finished product includes the full personalised programme and speaking copy.

Tonight in one glance

A garden reception with a warm, easygoing welcome and simple, well-timed transitions. Draft timings only — confirm every cue with the venue.

Master run sheet

Time	Moment and duration	MC action	Backstage cue	If delayed
18:15	Couple entrance — 10 min	Welcome Amelia and James into the room; step back for photos.	DJ: entrance track ready. Photographer: unobstructed view.	Wait for the couple and venue lead to signal ready.
19:05	First speech — 10 min	Introduce Alex, then hand over the microphone.	Venue lead: pause food service. DJ: microphone live.	Keep the introduction short.
20:30	First dance — 5 min	Invite guests towards the dance floor, then step aside.	DJ: agreed track queued. Photographer: in place.	Hold until both are ready.
22:45	Closing — 5 min	Thank guests and explain the final venue arrangements.	Venue lead: confirm last orders and departure plan.	Use an earlier brief close if required.

These four example rows are only a short extract. The purchased kit contains the full organiser-approved run sheet.

MC script — ready to read

18:25 — Welcome

“Good evening, everyone. Thanks for being here to celebrate Amelia and James. We have a lovely night ahead: good food, a few words from familiar faces, and a dance floor that will get its moment.”

Delivery note: Pause and settle the room before the next introduction. This is a sample excerpt, not the full opening.

19:05 — Speaker introduction

“To begin our speeches, please give Alex a warm welcome.”

Delivery note: The real kit uses approved names and relationships; this fictional example deliberately avoids adding one.

Speaker handovers

- Alex — confirm ready, pass microphone, pause while guests settle. Relationship not provided in this example.

Three creative touches

- OPTIONAL — Invite the guests nearer the floor before the first dance, but only when the DJ and photographer are ready.

If the clock slips

If speeches run late: confirm the adjusted handover with the venue lead, preserve the agreed order and shorten only your own transitions.

“We’ll be with you in a moment. For now, enjoy the evening.”

Decisions worth checking

- Confirm the first-dance track and the venue's finishing arrangements.

End of illustrative excerpt. Real weddings receive a longer customised kit with more spoken segments and operational detail.

Full-page MC cue sheet

Keep this page beside the microphone. All timing and supplier arrangements require organiser confirmation.

TIME	MOMENT	YOUR CUE
18:15	Couple entrance	DJ and photographer ready; wait for the couple's signal.
19:05	First speech	Venue lead clears the room; welcome Alex and pass the mic.
20:30	First dance	Track and photographer ready; welcome guests towards the floor.
22:45	Closing	Check venue lead, thank the guests, explain the next step.

PRINT NOTE A4 portrait · black-and-white friendly · full sheet (no cutting required)

Cut-out MC cue cards

Print A4 portrait at 100% / Actual size. Cut along the fine guide lines; keep the cards in numbered order.

01 / 18:15 T&T · MC EDITION Couple entrance DJ and photographer ready; wait for the couple's signal. NEXT CUE	02 / 19:05 T&T · MC EDITION First speech Venue lead clears the room; welcome Alex and pass the mic. NEXT CUE
03 / 20:30 T&T · MC EDITION First dance Track and photographer ready; welcome guests towards the floor. NEXT CUE	04 / 22:45 T&T · MC EDITION Closing Check venue lead, thank the guests, explain the next step. NEXT CUE

TRIM GUIDE · Cut on the light border between cards. No bleed or colour background required.