



## A Guideline to the Master of Ceremonies Duties

1. It is the duty of the MC along with the Best Man & Ushers to ask all the guests to take their seats if standing outside a church or The Barn, no later than 15 minutes before the ceremony is due to start

2. Just before the ceremony the MC can announce a reminder that all mobiles must be switched off and the confetti conditions. At the Barn only fresh or dried petals can be thrown and not paper biodegradable confetti

This is also the time to mention what will happen after the Bride & Groom (B&G) walk down the aisle e.g. if guests are to leave by an alternative route or follow the B&G

3. If guests have been asked to go outside to wait for the B&G so confetti can be thrown, the MC must assist the photographer, Best Man and Ushers to prepare all the guests and ensure the B&G are ready. He announces something similar to;

*“Ladies & Gentleman...the new Mr & Mrs Smith”*

With this announcement, the B&G will walk into the confetti being thrown

4. An MC must assist the photographer with the help of the Best Man and Ushers to gather friends and family for the photographs

5. The MC must gather the B&G’s parents and the B&G to line up ready for the receiving line. Usual order is: Mother of the Bride, Father of the Bride, Mother of the Groom, Father of the Groom, Bride and lastly Groom

6. When all guests are in The Barn, including the B&G’s parents, the MC announces in the B&G. It is impossible to wait for all the guests to stop going to the loo etc so providing the top table are present and a majority of the guests the MC should tap a table or glass and say;

*“Ladies & Gentleman, please be upstanding”*

It is important to pause whilst the guests stand as the chairs make a lot of noise. When it is quiet, he can announce;

*“I give you the new Mr & Mrs Smith”*

and claps the B&G into The Barn so guests clap too!

The B&G then walk in together, walking passed and in front of the top table, then the groom lets the bride go to her seat first and when she sits down everyone else can

7. The MC announces who is saying grace e.g.

“Ladies & Gentleman, Father David Brown will now say Grace”

8. Depending when you decide to cut the cake, e.g. in between courses or even in the evening, the MC must announce the cutting of the cake. Firstly, the MC, Best Man and Ushers must gather everyone together if this is being done in the evening and say something like;

“Ladies & Gentleman, please have your cameras at the ready.  
The B&G are about to cut the cake.”

He can start clapping as the cake is being cut so guests follow suit

9. After the meal, the MC announces the first speech maker who is usually the Father of the Bride e.g.

“Ladies & Gentleman, I give you Mr John Jones, The Father of the Bride”

After his speech, the MC can announce the other speech makers, or each speech maker can introduce the next person

10. When the speeches are finished, the MC makes a quick announcement letting the guests know what is happening next and at this time it is always wise at Gate Street to remind guest’s that cabs must be booked in advance. The announcement can be something like;

“Ladies & Gentleman, there will a short break now whilst The Barn  
is prepared for the evening party

The tables at the end of The Barn (points) are being taken away so if you do not mind,  
please leave your seats as quickly as you can so the band/DJ can set up  
The bar over in The Pheasantry is now open and can I please remind you all if you have  
not ordered your cabs yet please do so within the next hour

If this is left later than 9ish you will struggle to get a cab here at midnight

If anyone needs cab numbers, please ask the bar staff

Thank you”

11. One of the last jobs is to announce the first dance. Again, gather all the guests together and after liaising with the band or DJ the MC can simply say;

“Ladies & Gentleman, Mr & Mrs Smith”

This can be done by the band or DJ if the MC and you prefer

12. Lastly the MC’s job is to announce the departure of the B&G. For the last time announce

“Ladies & Gentleman please gather together  
to wave goodbye to the new Mr & Mrs Smith”

Again, the band or DJ can do this if you prefer

13. Give themselves a pat on the back!!