



Mike Culleton The Merseyside Toastmaster

Mobile: 07847 897714
E-mail: mike@merseysidetoastmaster.co.uk
Website: www.merseysidetoastmaster.co.uk



Will YOUR Wedding Venue Coordinator and Staff :

- Greet ALL guests on arrival.
- Help with elderly guests and any guests in wheelchairs.
- Welcome the Bridegroom, Best man and Ushers.
- Help fix button holes to Bridegroom, Best man, Ushers and family guests.
- Escort the Bride's Mother to her seat.
- Carry the Bride's dress or assist in getting ready to into the ceremony.
- Get the Bride to smile before entering the ceremony.
- Assist the Bride after the ceremony with her dress, getting into a car, etc.
- Ensure the Bride is treated like royalty with any whim catered for.
- Make sure that the table plan is available for guests to view during the photograph session.
- Find guests for the Photographer
- Collect any Greeting Cards and presents to a nominated place.
- Round up the guests for the official receiving line.
- Announce guests by name to formal line up if required.
- Announce **correctly** the entrance of the Bride and Bridegroom.
- Escort the Bride & Bridegroom into the Breakfast Room.
- Say Grace (if required).
- Ensure the Guestbook is passed around the guests for signing.
- Announce 10 minutes before that the speeches are due to start, so guests can have a cigarette or comfort break and not disrupt the speakers.
- Announce the cake cutting with the 'Three Special Wishes.'
- Introduce **correctly** the Bride's Father, Bridegroom, and the Best man for the appropriate toasts.
- Announce the end of the Wedding Breakfast.
- Escort the Bride & Bridegroom out of the Breakfast Room.
- Have a bag of everything you can think of available in case of emergencies (glue, plasters, sewing kit, combs, toothbrushes, gel pads for shoes, et., etc.)

Quote from a Wedding Photographer...

"With my experience of 24 years of photographing weddings, I know that wedding venue coordinators and staff do not perform the tasks on the above list. That is why you need a Toastmaster to do this list and much, much more."

It's the work you do not see that makes the difference.