



**Michael Kellett MNGT
Toastmaster & Master of Ceremonies
For Every Special Occasion**



HOW TO ENSURE THAT YOUR EVENT IS THE DAY OF YOUR DREAMS How Can I Help You?

I am often asked what a Toastmaster does on a wedding day. I've outlined some of my duties that I am happy to perform below. This is by no means a complete or comprehensive list of my duties, and if you want something different, I shall be really pleased to make sure that you get what you desire on your Special Day.

I will be pleased to carry out any duties and deal with other issues as they arise in a calm, friendly and courteous manner and with a smile. Whatever I do as your Toastmaster, I believe that your wishes and expectations should be exceeded.

Some of the duties carried out for other Brides and Bridegrooms are listed below as a basic guide, but as already stated, I will do most things possible to make your day really special.

For the Wedding Ceremony or Church Service

Attending the venue where your Wedding Service or ceremony is being held.

Arriving early to liaise with your venue, before your wedding party and guests arrive, and to make sure that all of your plans have been realised and are ready.

I have in the past acted as celebrant for services where Wedding Vows are to be renewed and a registrar is not required.

Help is given to the photographer and video maker throughout the day as and when required ensuring that they know what is happening and the day runs to time.

Helping with any details of final dress, which may include tying ties and cravats, and putting on Buttonholes.

Greeting your guests and Bridal Party on arrival, and directing guests to the ceremony.

Dealing with cards and presents as your guests arrive, and letting guests know if you have any special arrangements for cards and gifts.

Escorting the Brides mum to her seat prior to the entrance of the Bridal Party.

Helping with bouquets, flowers, the Brides and Bridesmaids dress and anything else that needs attention.



**70, The Sycamores, Horbury, Wakefield, WF4 5QG
01924 264475 mobile 07837 338354**

www.wedding-toastmaster.co.uk email mkellett3@googlemail.com



Toastmaster & Master of Ceremonies For Every Special Occasion



General help given by moving your wedding party into the right places as needed for photographs and wedding breakfast.



Making sure you have drinks and canapés at the appropriate times and looking after you both while having your photographs taken.

Organising your receiving line so that everyone is made to feel welcomed and not rushed.

Making appropriate announcements as and when necessary.

Announcing the Bride and Bridegroom into the room for the Wedding Breakfast.

Ensuring the guest book or wishing tree is signed.

Helping with the arrangements for the meal. If you are having a buffet style meal and need guests to be called in a particular order. Carrying your food from the buffet table, so that no food will get on your wedding dress.

Checking that any gifts for mums or Bridesmaids are ready and out of sight for the speeches.

Announcing your speeches in the agreed order. Making sure that if a public address system is to be used it is working and ready for use.

Announcing and organising the cake cutting.

Organising your exit from the reception, so that the room is prepared and ready for the evening function.

If required, announcing the first dance as husband and wife to your favourite music.



I am the only one of the Toastmasters I know to carry a car full of items that may be needed in an emergency, from a plaster through to a Zip repair kit. The photograph shows a third of the kit carried including wellington's for the bride to wear if the grass is wet so her shoes are not spoilt.

Do not trust to luck, when you can ensure that everything goes to plan as formally or informally as you wish.



Book my services NOW before it is too late and I am booked by someone else!

70, The Sycamores, Horbury, Wakefield, WF4 5QG

01924 264475 mobile 07837 338354

www.wedding-toastmaster.co.uk email mkellett3@googlemail.com