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**MC Running Sheet (Page 1 of 3)**

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**OFFICE USE ONLY**

**Contract Number:**

**Employer:**

**Emergency Contact:**

Reception of: \_\_\_\_\_

Reception Date: \_\_\_\_\_

MC start time: \_\_\_\_\_

MC finish time: \_\_\_\_\_

Do you require the Dj to MC your event: YES / NO

If NO - Who is your MC: \_\_\_\_\_

Ceremony at same Venue YES / NO

If NO—What is the name and address of the venue

(For our records only): \_\_\_\_\_

Speeches after main course: YES / NO If NO, when: \_\_\_\_\_

Bridal Waltz after speeches: YES / NO If NO, when: \_\_\_\_\_

Farewell Circle: YES / NO

Parents to be announced: YES / NO

Bride's parents names: \_\_\_\_\_

Groom's parents names: \_\_\_\_\_

Notes for MC/DJ:

**Party Music**

**“SUPPLYING HIGH QUALITY & EXPERIENCED DJS SINCE 1979”**

P: 1300 955 344 F: 03 9015 6491 W: partymusic.com.au E: info@partymusic.com.au  
P.O Box 555 Chadstone Centre, Chadstone, Vic 3148



**MC Running Sheet (Page 2 of 3)**

**BRIDAL PARTY**

Bridal party to be announce in order of where they stand in ceremony

Page Boy: _____	Flower girl: _____
Page Boy: _____	Flower girl: _____
Groomsman: _____	Brides maid: _____
Groomsman: _____	Brides maid: _____
Groomsman: _____	Brides maid: _____
Groomsman: _____	Brides maid: _____
Best - Man : _____	Matron of Honour: _____
Groom : _____	Brides : _____

Is the bride taking the grooms family name: YES / NO

Is Grace being said: YES / NO If YES, by who: \_\_\_\_\_

**SPEECHES**

(The MC will introduce the first speaker)

Who would you like to introduce each subsequent speaker:

- MC to introduce all
- Each speaker to introduce the next

Speakers Name (in order)	Relationship to Bride and Groom
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Are Telegrams being read: YES / NO If YES, by who: \_\_\_\_\_

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**FORMALITIES**

Entry of the bride and groom song (optional): \_\_\_\_\_

Cutting of the cake song (optional): \_\_\_\_\_

Fairwell Circle (Optional): \_\_\_\_\_

Are you Throwing the Bouquet:      Yes or No

Are you removing the Garter:      Yes or No

Bridal Waltz Song: \_\_\_\_\_

You can list below up to 3 songs to follow the bridal waltz:

Follow Song 1: \_\_\_\_\_

Follow Song 2: \_\_\_\_\_

Follow Song 3: \_\_\_\_\_

Do you want to dance the bridal waltz on your own:      YES / NO

Please list any special songs you wish to hear played at particular times:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any specific songs that you DO NOT want to hear played at your event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notes for MC/DJ:

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## **Special Selections**

Please detail any special requirements and requests you have in the below space and return this page to the Party Music office at least 7 days before your event.

**Party Music**

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