

Michael Kellett Toastmaster & Master of Ceremonies

for your special occasion

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Event details

Event

Principal Name

Phone Numbers

Principal Name

Phone Numbers

Date of Event

Time of Event

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Address for Principal

Email address

Venue

Address

Telephone Number

Contact at venue

Telephone Number

Time of arrival

Contact at event

Toastmaster to arrive at

Finish at

Photographer

Videographer

Meal Time

Number of guests

Evening Party Time

Number of guests

Required at

Y/N

Announcements

Y/N

Cameras

Flash Photography

Mobile Phones

Receiving Line

Announced

Y/N

Order

Other Details

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Entrance

Principal Y/N
Top Table Y/N
Entrance Music Y/N

Distinguished and Honoured
Guests, Ladies and Gentlemen,
would you please stand.

Thank you.

Would you please give a very
warm welcome to

.....
.....

**** **Ladies and Gentlemen, will you
please remain standing for Grace**

Grace Y/N

Who By

**Heavenly Father,
We give thanks for**

.....

Amen

Announcements

Mobile Phones On/Off
Charity line Y/N

Cameras on tables Y/N
Details for return

Smoking during meal Y/N
Or time

Guest Book Y/N

Others

.....
wish to take wine with

.....

Time for Speeches

Fanfare/s for Speeches Y/N

Speakers

Others

Bouquets/Gifts during speeches Y/N

Location of flowers and gifts

Gifts for

Others

Music Y/N

Room to be cleared Y/N

First dance

Musicians

Start Time
Finish

Entertainer

Start Time
Finish

Balloons

Caterer

Where did you hear about MK TM

Other info



Michael Kellett

**Toastmaster
& Master of Ceremonies**