Brian Mole - Wedding DJ & Master of Ceremonies 5 Woodfield - Southwater - West Sussex - RH13 9EN 0794 119 1194

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Master of Ceremonies Checklist

If you have booked me to be the MC to help host your wedding day, I will need to meet you 30 days or so before the big day. We will go through many details, including the timings, and events happening throughout the day, and some daytime music choices as follows. It would be very helpful for you to send me this information in an email to brian.mole@gmail.com before our planning meeting.

What I need from you, about 30 days before your wedding:

- Your final timings for what is happening on your wedding day
- The Grand Entrance: Choose a really upbeat piece of music to be introduced into the Wedding Breakfast to.
- Prepare a list of background music for the **Drinks Reception** using Spotify please. Name it something like "Wedding drinks 14th August 2024" in your Spotify, then send me the link by email using the ... and SHARE. Make sure the list is set to PUBLIC.
- Prepare a list of background music for the **Wedding Breakfast** using Spotify please. Name it something like "Wedding breakfast 14th August 2024" in your Spotify, then send me the link by email using the ... and SHARE. Make sure the list is set to PUBLIC.
- I will need to also know who will be making a speech, and at which point this will happen, so I can introduce them.

IMPORTANT NOTE: Please avoid using the online system to prepare your background music list, use Spotify. You can register for a free Spotify account to prepare the list at spotify.com .

| ITEM | DONE |
|--|------|
| Arrange final planning meeting, either in person or by Zoom, about 30 days before your wedding day | |
| Final timings of your wedding day | |
| Grand Entrance music choice | |
| Drinks reception background music prep on Spotify | |
| Wedding breakfast background music prep on Spotify | |
| Who is making a speech, and when | |











Judge, 2021, 2022, 2023, 2024, The Wedding Industry Awards National Highly Commended Award: Wedding DJ of the year 2019 Winner: Wedding DJ of the year 2019 - TWIA South East & London Winner: Wedding DJ of the year 2018 - TWIA South East & London