



## Master of Ceremony Guidelines

The Master of Ceremonies plays an important role in helping to ensure the wedding day events run smoothly and things stay on schedule. Strathmere's Wedding Co-ordinator works closely with the MC to ensure announcements are made and guests are briefed from time to time. Following are general guidelines to assist the MC and wedding couple in planning for the order of events.

### BEFORE AND DURING DINNER:

- Speak with DJ to confirm the music selection for the head table introductions.
- Once all guests have been seated, and the Co-ordinator gives you the cue, introduce the head table (newlyweds come in last!).
- Introduce yourself and welcome the guests to this happy occasion.
- Explain Strathmere's House Rules (below)
- If arranged, introduce the person who will be saying Grace or a special blessing
- Dinner Service – enjoy! \*\*If buffet service, explain that Strathmere will call table-by-table to the buffet\*\*

### IF SPEECHES ARE AT THE END OF THE MEAL:

- Please wait for the cue from Strathmere's Co-ordinator before you begin! Once dessert, tea and coffee have been served to all guests, speeches can begin – we will cue you. Give the head table a 10 to 15-minute warning, so they can run to the washroom, etc. before speeches begin.
- Call each person to speak. A common order is: a long-time family friend/relative, Best Man, Maid of Honor, Parents, Bride and Groom).

### IF SPEECHES ARE DURING THE MEAL:

- Please wait to announce the first speech after the Wedding Co-ordinator gives you the cue. Speeches should always be done in between courses.
- Try to keep speeches and speakers on time to avoid extending the length of dinner service and compromising the quality of the food.
- Strathmere will continue dinner service during speeches, quietly bussing back dishes, moving right into serving the next course.
- Announce cutting of the cake (\*\*invite guests to take pictures if they wish to).
- Announce first dance, inviting the bride and groom to take to the dance floor.
- Announce bouquet and garter toss.

### HOUSE RULES FOR THE GARDEN HOUSE

- Inside the Garden House, in the backyard and orchard and on the small patio on the far side of the lounge are licensed for alcohol consumption.
- Guests under 19 yrs. must not consume alcohol, even if permitted by a parent.
- Guests under 25 years should expect to show Age or Majority or a Drivers' License.
- Personal alcohol is ONLY permitted in overnight guest rooms.
- You will be denied entry if personal alcohol is consumed in licensed areas, in the parking lot or on the grounds.
- The City of Ottawa prohibits smoking inside. You can smoke 5 meters from any entrance and on the grassy area in the backyard.
- There may be other events taking place; so please do not enter other buildings or patios.