

GARY REILLY

MASTER OF RECEPTION

Now it is time to build your reception to maximise and achieve exactly what you want, there is no set rules on how you conduct your reception but it is important that whatever you decide to include is achievable and relevant within the parameters set out.

My role as your Master of Reception will be to communicate with suppliers prior to the day, finalise and provide an event schedule to all and deliver a great reception. My aim is to be the “go to” on the day for suppliers, your friends, family and especially you two.

To do this I will need some info.

If you don't know the answers, that's cool so, just leave them blank.

Your style or vision.

Explain to me in short about your vision for your reception and the most important things you would like to do, some couples want heaps of dancing, laughs and action, others more traditional and formal but let me know what you want. If there is something you have to have or absolutely hate this is the time to let me know.

Venue

Venue draft run sheet (provided by venue)

Venue Manager/Contact

Ceremony time and location

Guest Arrival and which room/area

Bridal Party Arrival time

Dining style and food times if known

Wedding Stylist

Entertainers/DJ

any other suppliers

Brides Parents, Grandparents

Groom Parents, Grandparents



Speeches

Names and relationship to you guys. Speeches should be around 3-5 minutes per speaker. Having a written copy and practicing is the only way to nail it for those nervous speakers.

Anything else?

Let me know any other important details such as traditions or cultural aspects you would like to include. Garter throw, bouquet toss?