

**Before the Wedding:
Questions to Ask the Bride & Her Mother**

1. Where will the reception be held? _____

2. What is the actual address of the reception venue?

Phone number? _____

Fax number? _____

E-mail address? _____

Contact person? _____

3. Does the facility have a website (to preview)?

4. Is it difficult to find – will you need directions on how to get there?

5. What time are you expected to be at the reception?

6. Can you gain access to the reception venue well in advance of the wedding day (to preview, rehearse and get a sense of how the event will flow)?

7. Who will be the contact person for the MC during the wedding reception (the bride or her mother or someone else)?

8. How many guests are expected?

9. Is it a stand-up reception or a sit-down dinner?

10. If it is a sit-down dinner, will it be buffet style or will guests be served their meals?

11. What time will dinner and/or refreshments be served?

12. Who will be responsible for asking guests to be seated?
13. Should serving staff (or others) be asked to help move the guests from the reception area into the dining area?
14. Will the bridal party make a special entrance that needs to be announced?
15. If so, who will cue the MC that the bridal party is ready to make their entrance?
16. Once the head table is seated, should the MC offer a toast to the new couple or introduce members of the wedding party?
17. Is there to be a blessing before dinner? If so, who will offer the blessing?
18. Are there any special announcements to be made about the dinner or the refreshments? (For example, do guests need to be directed to the buffet or to the open bar, etc.)
19. What does the couple want said about the traditional clinking of glasses during dinner to prompt them to kiss each other?
20. Will there be a public address system?
21. Will there be an audio technician or disc jockey at the reception to operate the sound system?
22. When would be a good time to do a pre-reception sound check?
23. Will there be a podium?
24. Will the MC speak from a stage or at the head table?
25. Where will the MC sit through dinner?
26. Where will the toasts/speeches be delivered from?
27. Does anyone require a hand-held microphone? Other audio-visual tools (for example, a laptop and projector for a PowerPoint presentation to accompany a toast)?

28. Does anyone who will be making a toast need some extra help with their toast or a briefing on the use of a microphone?
29. At what point should the main program begin?
30. Who will toast the new bride/new couple?
31. Does the groom (and/or the bride) want to respond to that toast?
32. Who will toast the bridesmaids?
33. Are there any other toasts to be made?
34. Does the father of the bride want to say anything?
35. Does the father of the groom want to say anything?
36. Does anyone else want to say anything?
37. Are there any special family traditions to be upheld?
38. Are there any special guests to be acknowledged?
39. Will there be any special e-mails to be read from well-wishers unable to attend?
40. If so, who will provide them to the MC?
41. What are the names of the head-table guests?
42. Would it be appropriate to offer some background information on each person in introducing them?
43. If so, would it be appropriate to contact each individual and conduct a brief interview prior to the wedding? Contact information?
44. Is anyone's name difficult to pronounce? (If so, spell it out phonetically so you will remember – for example "High beck" for "Haibeck").
45. How would you describe the audience? Elderly and conservative? Religious? Young and hip? A mixture?

46. Do we need to be especially aware of offending anyone with humorous stories or one-liners that they might consider offensive?
47. Is there to be a disc jockey, band or other performers?
48. If so, how is the transition to be made from MC to DJ?
49. Who is to announce the cake-cutting?
50. Who will announce the first dance?
51. Will there be a bouquet toss – and if so, when?
52. Will there be a garter scramble – and if so, when?
53. At what time do the bride and groom want to leave?
54. How will the bride and groom be sent off?
55. Are there any other announcements that need to be made?
56. By what time must all guests leave?
57. Does the host want to offer safe transportation home for any guest that has been drinking?
58. Is there anything else we need to review?
59. Who needs to be copied on the agenda and meeting summary that will follow?