

## Decisions, Decisions

To ensure your special day runs without a hitch or glitch, decisions need to be made, sometimes about things you have probably not even considered.

This is one area where I can assist.

### *Who needs support?*

The Bride, the Bridegroom, the Best Man and The Parents!

*You all do.*



### *Who do you need to liaise with?*

The Registrar, Venue Management, Photographer, Videographer, Musicians, D.J

*All of them.*

### *Who wants to have a perfect day?*

*You both do.*

## My Services include

- ◇ Assist the Bride and Bridegroom throughout, including "Planning"
- ◇ Liaise with the Venue Managers and Catering Staff
- ◇ If a Civil Wedding, liaise with the Registrars
- ◇ Assist the Photographer and Videographer, Band, Disco
- ◇ Receive the guests, brief and guide them
- ◇ Organise a receiving line and announce the guests
- ◇ Announce the preliminaries
- ◇ Call guests attention to seating arrangements
- ◇ Announce the parents and escort them to the top table
- ◇ Announce the Bride and Bridegroom and escort them to the top table
- ◇ Announce Grace, and if required say Grace
- ◇ Make specific announcements where required
- ◇ Direct the attention of guests where required
- ◇ Circulate the Guest Book for signing
- ◇ Introduce speakers for customary toasts and responses
- ◇ Co-ordinate the cutting of the cake
- ◇ Co-ordinate the giving of bouquets and gifts
- ◇ Arrange the retiring of the Bride and Bridegroom
- ◇ Advise guests of arrangements after the meal
- ◇ Announce the first dance

## What Happens Next

Contact me and I will discuss every aspect of the big day that requires consideration. I may be able to add ideas that you may not have given a thought to because there are so many things to think about.

Who does what, when and why?  
Who says what to whom, how and when?

Why might you need a receiving line?  
What is the format of the receiving line?  
What is the order of the Speeches and Toasts?

Any family issues I need to be aware of?

I contact the Venue Management and discuss the facilities, layout and planned format for the day.

Closer to the event I will meet with yourselves, to fine tune the arrangements.

If required I can also produce a written 'Reception Programme' specifically for the Bridal Party, summarising the day with timings.

My relaxed approach coupled with experience and professional knowledge, ensures you are in safe hands – always.

*You were wonderful and helped  
make our day so special  
Sarah & Paul*

*Thanks so very much, we could  
not have done it without you'  
Mr & Mrs Barber*

Past President of The London Guild of  
Toastmasters

Fellow of the Executive Guild of Toastmasters

Member of the National Association of  
Toastmasters

Beadle in the City of London

Public Venues I have provided services for  
include:

Intercontinental Hotel, Park Lane,  
Hilton Hotel, Park Lane,  
Institute of Directors, Pall Mall  
Hotel Café Royal

The Grand Hotel, Eastbourne, and Brighton

Ashdown Park Hotel, Forest Row

Skyline Hotel Heathrow

Christ's Hospital

Plus many Private Venues

**Wedding Receptions;** Traditional, Indian, Civil  
and other Cultures,  
Award Ceremonies,  
Conferences, Charity Balls,  
Corporate Hospitality Events,  
Association and Institute Dinners,  
Exhibition and Trade Shows  
Birthday and Anniversary Parties  
and any "Special Events".

## Contact Details

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*Introducing your*  
**Master of Ceremonies**  
*&*  
**Toastmaster**



*Guy*