

**Wedding of (Groom's Name) and (Bride's Name)**

**Date:**

**Venue:**

**Solemnization Ceremony to Commence at \_\_\_\_\_**

**Dinner to begin at \_\_\_\_\_**

**Handy Information**

Groom's Address:

Brides's Address:

Solemnization Venue:

Dinner Venue:

Hotel Room:

Groom's HP:

Brides's HP:

**Key Appointment Holders**

**General**

<b>Appointment</b>	<b>Name</b>	<b>Contact Number</b>	<b>Remarks</b>
<b>Bridal Car Driver</b>			
<b>Car door opener</b>			
<b>Catering</b>			
<b>Make-up artist</b>			
<b>Transport IC</b>			
<b>Photographer</b>			
<b>Photographer (Second/ for Table Shots only)</b>			
<b>Wedding Coordinator 1</b>			
<b>Wedding Coordinator 2</b>			

**Gate-crashing**

<b>Appointment</b>	<b>Name</b>	<b>Contact Number</b>	<b>Remarks</b>
<b>Buddies</b>			
<b>Buddies</b>			
<b>Buddies</b>			
<b>Buddies</b>			
<b>Sister</b>			
<b>Sister</b>			
<b>Sister</b>			
<b>Sister</b>			

**Solemnization Ceremony**

<b>Appointment</b>	<b>Name</b>	<b>Contact Number</b>	<b>Remarks</b>
<b>Solemnizer</b>			
<b>Emcee</b>			
<b>Audiovisual</b>			

**Dinner**

<b>Appointment</b>	<b>Name</b>	<b>Contact Number</b>	<b>Remarks</b>
<b>Hotel Coordinator</b>			
<b>Hotel Food and Beverage Manager</b>			
<b>Emcee 1 (English):</b>			
<b>Emcee 2 (Chinese):</b>			

<b>MORNING ACTIVITIES (6:00am – 8:30 am)</b>				
<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
6:00 am	Family Breakfast	Family	Ensure that this will only last for not more than 30 minutes. This is an important event for it will be the last time the family will be eating together with the bride as a single individual but it is also important to keep track of the time.	
6:30am	Sister's arrive at the house of the bride	Sisters	Make sure the sisters or the friends of the bride prepare the "test" that will be given to the Groom and his gate crash buddies.	
7:00am	Makeup Artist arrives at Bride's house	Make Up Artist	Make sure the Make-up artist arrives on time	
			Apply makeup and hairdo for Bride	
7:30am	Photographer arrives at Bride's house	Bridesmaid Photographer	Make sure the Photographer arrives on time Picture taking	
8.00am	Buddies arrives (Gate crash gang) at Groom's place	Groom and Buddies	Make sure that the groom and his buddies arrives exactly 8:30 am	
8:05am	Groom and buddies take off and head for the Bride's house	Groom and Buddies	The best man will call the bridesmaid and confirm that they have departed and the time they are expected to arrive. They must reach the house of the ride by 8:30 am.  (Insert directions of the route from Groom's house to bride's house)	
8:15am	Final Preparation	Make Up Artist	Put finishing touches for the Bride	

		Parents of the Bride	Help Bride to put on veil	
8:30am	Groom and friends arrives at Bride's house	Groom and Buddies	Ensure arrival of gate-crash gang at Bride's home no later than 8:30am	
		Bestman	Must call Bridesmaid upon arrival	
		Groom	Bring Ang Pao for Car-door Opener	
		Car-door Opener	Must open Bridal Car door and hand 2 oranges to the groom	
		Groom	Ang Pao is given by the groom to the Car Door Opener. Gives oranges to Best man and best man puts it in the car.	

<b>MORNING ACTIVITIES (8:30 am – 12:00 nn) Gate Crash and Movement from Bride's House to Groom's House</b>				
<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
8:30am – 9:30am	Gate-Crash	Groom and Friends or Gate Crash Buddies	Negotiate for entry in the Bride's house	
		Best man and Bridesmaid	Make sure that Groom enters the house and the Bride's bedroom not later than 9:30 am	
		Groom	Lift Bride's veil	
9:30am – 10:00am	Couple and buddies will now travel from Bride's house to the Groom's house.	<ol style="list-style-type: none"> <li>1. Bridal Car</li> <li>2. Car 1 for Buddies</li> <li>3. Car 2 for Bridesmaid</li> </ol>	(Insert the exact route and directions from bride's house to groom's house)	<ol style="list-style-type: none"> <li>1. Groom, Bride, Bestman, Photographer</li> <li>2. Buddies</li> <li>3. Bridesmaid</li> </ol>
10:05 am – 12:00nn	Tea Ceremony to start at Groom's house.	Groom and Bride	Tea is to be served to the Groom's Relatives.	The mother of the groom should prepare the tea and ensure that it is ready by 9:20 am.

<b>MORNING ACTIVITIES (12:05 nn – 12:30 nn) Movement from Groom's Place to Bride's House</b>				
<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
12:05nn – 1:00pm	Car movement from Groom's House to Bride's house	<ol style="list-style-type: none"> <li>1. Bridal Car</li> <li>2. Car 1 for buddies</li> <li>3. Car 2 for bridesmaid</li> </ol>	(Insert Directions/route from Groom's house to the Bride's house)	<ol style="list-style-type: none"> <li>1. Groom, Bride, Best man, Photographer</li> <li>2. Buddies</li> <li>3. Bridesmaids</li> </ol>
1:30pm – 2:00pm	Tea Ceremony to commence at the bride's house together with the Bride's family and relatives.	Groom and Bride	Tea is to be served to Bride's family and relatives	
2:05pm-2:30pm	Lunch	Bride's mother	To make sure that the caterer has set up the lunch by 12:00nn	
2:35 pm	Depart and travel from Bride's house to the hotel	<ol style="list-style-type: none"> <li>1. Bridal car</li> <li>2. Car 1</li> <li>3. Car 2</li> </ol>	<p>The Bride, Groom, groom's friends and bride's sisters check in to the hotel to grab some rest and to prepare for the Solemnization ceremony/banquet preparation to commence by 4pm.</p> <p>(Insert route direction from Bride's home to hotel)</p>	<ol style="list-style-type: none"> <li>1. Groom, Bride, Best man</li> <li>2. Friends of the groom</li> <li>3. Bridesmaids</li> </ol>

Afternoon Activities (4:00 pm- 6:00 pm) Pre- Solemnization Ceremony at _____ hotel				
Time	Event/ Cue	Action By	Action	Remarks
4:00pm	Arrival of Key Appointment Holders	<ul style="list-style-type: none"> <li>• Best man</li> <li>• Coordinator</li> <li>• Audiovisual In charge</li> </ul>	Gather at Solemnization Venue (Reception area of Hotel)	
	Music and Video CD Hand over	<ul style="list-style-type: none"> <li>• Groom</li> <li>• Banquet Manager/Audiovisual In Charge</li> </ul>	Groom hands the following to the Banquet mgr/Audiovisual In charge  <b>1. Solemnization DVD</b> <ul style="list-style-type: none"> <li>✓ Background music</li> <li>✓ March-in music</li> </ul> <b>2. Dinner DVD</b> <ul style="list-style-type: none"> <li>✓ Background music</li> <li>✓ Pre-wedding studio slideshow</li> <li>✓ 1<sup>st</sup> March-in video</li> <li>✓ 1<sup>st</sup> March-in music</li> <li>✓ 2<sup>nd</sup> March-in video</li> <li>✓ 2<sup>nd</sup> March-in music</li> <li>✓ Slideshow for Speech</li> </ul>	Audiovisual In charge need to have spare copies of the DVDs  Songs that needs to be played should be tested ahead of time (morning or the day before)  Audiovisual In charge to orient the audiovisual man of the hotel and take responsibility to signal him once dinner proceedings commence.
	Make-up	<ul style="list-style-type: none"> <li>• Makeup Artist</li> <li>• Bride</li> <li>• Bridesmaid</li> </ul>	Full make-up and final retouch for solemnization and dinner	The Bridesmaid should be there to give assistance whenever needed.

	Hotel Light Snack	Hotel staff	Ensure that the snack is delivered on time	Pre-Dinner snack
--	-------------------	-------------	--	------------------



**Afternoon Activities (4:00 pm- 6:00 pm) PRE-SOLEMNISATION CEREMONY at \_\_\_\_\_ hotel**

<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
<b>5:00 pm</b>	Preparation of Ball room	Banquet Manager	Make sure that the décors are set up for the reception area and as well as in the ballroom.	
		Audiovisual In charge  hotel staff	Supervise and test all the sound systems and microphone in both the reception area and as well as in the ball room.  Make sure the solemnization background CD is played in the reception area and the banquet background CD is played in the Banquet suite. Let the tracks loop.	
		AA (From the Usher's team)	Make sure to collect complimentary car park coupons, Ang Pao box and Guestbook from the Banquet Manager	

		Best man & Bridesmaid	<p>Make sure that everything is going well and the things that will be used is in its place like the following:</p> <ol style="list-style-type: none"> <li>1. 4 pcs pens (working) and ROM documents on the solemnization table. (Bridesmaid will collect these documents and as well as the pens after the ceremony and will put it in the Bride and Groom's room.</li> <li>2. 2 pcs wedding bands which will be tied to the ring cushion which is held by the Best man</li> <li>3. Slideshow cd which will be handed to the audiovisual in charge and which they will signal to play once the solemnization program starts.</li> </ol>	Ensure that the items are complete and securely packed inside the bride and groom's room after check in.
--	--	-----------------------	--	--

Afternoon Activities (4:00 pm- 6:00 pm) Pre-Solemnization Ceremony at _____ hotel				
Time	Event/ Cue	Action By	Action	Remarks
5:00 pm	Preparation of Reception Table	AA, BB, CC, DD, EE, FF, GG	AA should make sure that the following materials are ready on the reception table:	<p>The groom will be the one to pack the items and put it into the car of the Best man in the morning of the actual wedding day.</p> <p>Other items will be provided for by the Hotel</p> <p>BB and CC should help AA with the guest list of the groom if necessary</p>
		<p>The Banquet Manager should ensure that the following are ready:</p> <ol style="list-style-type: none"> <li>1. 3 pcs A3 Table layout easels</li> <li>2. 2 pcs easel for wedding frames</li> <li>3. Reception table and six chairs</li> <li>4. Table for wedding album</li> <li>5. Tarpaulin/Signages</li> </ol>	<ol style="list-style-type: none"> <li>1. 4 Guest list from the Bride and Groom's guest</li> <li>2. Guest books</li> <li>3. 3 pcs of working pens (test it beforehand to make sure it's working)</li> <li>4. 2 pcs A3 table layouts (placed outside the banquet door and on the left and right of the reception table.</li> <li>5. Complimentary parking coupons</li> <li>6. Wedding Album to be displayed near the reception table</li> <li>7. Signages/Tarpaulin</li> </ol>	
5:20pm	Photographer's Arrival	Photographer	Arrive at the hotel and start the photo session for the pre-solemnization.	

<b>5:25pm</b>	Start Registration	AA, BB, CC, DD, EE, FF, GG	<p>Begin registering the guest for the solemnization ceremony and as well as the banquet</p> <p>Distribute complimentary parking coupons to guest</p>	<p>Groom and Bride to tell close friends and immediate families to be seated on their assigned table by 5.40pm</p> <p>Ushers should be available to guide the guest to their respective seats.</p>
---------------	--------------------	----------------------------	---	--

<b>Afternoon Activities (4:00 pm – 6:00 pm) Pre solemnization Ceremony at _____ hotel</b>				
<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
<b>5:25pm</b>	Guests Arrival	Team of Ushers and usherettes	Guide guests to their assigned seats for the solemnization ceremony.	Groom and Bride to tell close friends and immediate families to be seated on their assigned table by 5.40pm  Ushers should be available to guide the guest to their respective seats.
	Guests to be seated in their assigned seats	Team of Ushers and usherettes	Make sure that guests are all seated by 5:45 pm.	
	Registration to Commence	AA, BB, CC, DD, EE, FF, GG	Begin the registration of guest for the solemnization ceremony and as well as the banquet.  Distribute complimentary parking coupons to guests	
<b>5:45pm</b>	Clean up the reception desk	AA, BB, CC, DD, EE, FF, GG	AA to ensure that Ang pao boxes are in a safe place until the reception is close or after receiving the dinner guests at 6:45pm	
<b>5:45pm</b>	Arrival of Emcee and Solemnizer	Groom	Make sure that the solemnizer arrives on time.	
<b>5.50pm</b>	Finalization	Bestman	Ensure that the rings are placed properly on the ring cushion and that it is on the solemnization table.  Call Bridesmaid to ask Bride and her Dad to come down	
<b>6pm</b>	Standby	Groom	Should be in front of the stage on the right side	

**Evening Activities (6:00 pm – 6:05 pm) Pre – Solemnization Ceremony at \_\_\_\_\_ hotel**

<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
<b>6:00 pm</b>	In-Procession	Audiovisual In charge and Hotel Staff	Make sure Processional Song is played.	
		Groom	Groom should stand in front on the right side and until the bride arrives at his side.	
		Bride, together with her Dad	Movement order of In-Procession Bride and Dad to follow the music rhythm as they pace their steps until both reaches the Groom's side	
		Audiovisual In charge and Hotel Staff	Fade music to silence once Bride reaches Groom's side	
		Bride's Dad Groom and Bride	Bride's dad to handover arm of the Bride to the Groom  The Groom and Bride will now stand in front of the Solemnizer at the center of the stage.	
<b>6.05pm</b>	Announcement for Guests to be seated	Emcee 1 & Emcee 2	“Once again, good evening Ladies and Gentleman. Please take your seats as we begin. We appreciate if you can turn your mobile phones into silent mode. Thank you.”  [Translate in Chinese]	
		Audiovisual In charge and Hotel Staff	Decrease the volume of the background music as the ceremony starts.	
	Introduction and Address to Couple	Solemniser	“Parents, relatives and friends...”	

	Address to Bride's dad	Solemnizer Bride's Dad	"Who gives this woman to be married to this man?" "I do"	
--	------------------------	---------------------------	---	--

Evening Activities (6:05 pm – 6:15 pm) Pre – Solemnization Ceremony at _____ hotel				
Time	Event/ Cue	Action By	Action	Remarks
6.05pm	Charge to Couple	Solemnizer	“Groom and Bride, (solemnizer speech) .”	
		Groom & Bride	Turn to face each other	
		Soleminizer	“(Groom’s Name), will you take this woman...”	
		Groom	“I do”	
		Soleminiser	“(Bride’s Name), will you take this man...”	
		Bride	“I do”	
6:15pm	Exchange of Wedding Vows	Groom	Groom will hold the right hand of the Bride with his right hand  “I (Groom’s Name), take you (Bride’s Name) to be my lawfully wedded wife...”	
		Bride	Bride will hold the right hand of the Groom with her right hand  “I, (Bride’s Name), take you (Groom’s Name) to be my lawfully wedded husband...”	



Evening Activities (6:15 pm) Exchange of Vows and Rings				
Time	Event/ Cue	Action By	Action	Remarks
6: 15 pm	Exchange of Vows and Rings	Solemniser	“What token do you offer...?”	
		Groom	“Rings.”	
			The Groom will untie both the ring from the ring cushion and will then pass it to the Solemnizer.	
		Bridesmaid	The Bridesmaid will come forward and take the bouquet from the Bride.	
		Solemniser	“Now in God’s sacred providence ...”	
		Groom & Bride	The Groom and the Bride will take back the rings from Solemnizer	
		Groom	Groom will hold Bride’s left hand, the ring ready to be worn on the ring finger, but still on hold when it comes in line with the nails of the ring finger.	
		Bride	(Groom will say his wedding vow to the Bride)	
			Bride will hold Groom’s left hand, the ring ready to be worn on the ring finger, but still on hold when it comes in line with the nails of the ring finger.	
		Groom & Bride	(Bride will say his wedding vow to the Groom)	
Solemnizer	Turn and look at the Solemnizer, signaling that they are done with their vows			
Groom	“You may now kiss the bride.”			
	Turns to the bride, unveils and kisses Bride			

Evening Activities (6:25 pm- 6:40 pm) Signing the Marriage Registry				
Time	Event/ Cue	Action By	Action	Remarks
6:25 pm	Signing of Marriage Register	Solemnizer	Will move in the direction of the Solemnization Table	
		Groom and Bride	<b>Order of Signing Ceremony:</b>	
		Best man Groom's dad & Bride's dad	<b>1.</b> The bride and groom will move towards the rear end of the table, the bride is to sit down first followed by the groom, and then both will sign the paper.	
		Solemnizer	<b>2.</b> The best man will signal the Dad of the groom and bride to sit down at the end of the table and sign.	
6:40pm	Pronouncement of Groom and Bride as Husband and Wife	Solemnizer	"I now pronounce you husband and wife."	
6:40pm	Recession	Emcee 1 and 2	"Ladies and gentlemen, the solemnization ceremony has just been finished. Let us all give a warm round of applause to welcome the newly wedded couple. A photo session with the bride and groom will be done and the immediate family member of the groom and bride will be the first one to come up for the first photo. After the photo session, everyone may proceed to the cocktail reception that has been set up behind"	
		All	(Translate in Chinese) Photo session can be in the Solemnization Room	

			if desired	
		Hotel Staff	Pre-dinner drinks (soft drinks only) to be served at the reception area.	

<b>Evening Activities (6:50 pm- 7:30 pm) Pack-up of Solemnization Venue</b>				
<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
<b>6:50pm</b>	Pack- up of Solemnization Venue	Bride and Bridesmaid	Pack up all the Solemnization table items and place everything in the Bride and Groom's room for safekeeping	<p>Bride to bring the marriage registry document up to their room for safe keeping. Bridesmaid to assist the bride.</p> <p>The Bride should take note that she should send a carbon copy of ROM documents to the ROM and the Solemnizer by the following weekday.</p>
<b>7:30pm</b>	First reminder for the guest to take their respective seats.	Emcee 1 and Emcee 2	<p>“Good evening once again, we would like to request everyone to please take your seats as the dinner would be served shortly. Thank you so much.”</p> <p>(Translate in Chinese)</p>	



Evening Activities (7:45pm )Dinner at _____ hotel				
Time	Event/ Cue	Action By	Action	Remarks
7:45 pm	Pre-amble for 1 <sup>st</sup> March-in	AA	To manage seat plan and cue the Groom and the Food and Beverage Manager when 90% of guest attendance is reached.  Dinner to begin when 90% attendance is reached.	90% of each relative, friends/colleagues lists  Dinner should start not later than 8:15pm
		Emcee 1 and Emcee 2	Signal guests and parents to take their seats	
		Groom	Fetch Bride to come down	Bridesmaid should hold the Bride's phone for the mean time.
		Bride	To come down with the bouquet	
		Best man	Ensure the hotel staff prepared a fanfare effect as the groom and bride comes down.  Inform the emcees when the couple is ready and standing in front of the banquet door.	Distribute red rose petals to guests along march-in route
		Emcee 1 and Emcee 2	To standby on stage and prepare for First march in speech after receiving the best man's cue.	
		Audiovisual In charge and Hotel Staff	Stand by first Match in music.  To fade off the music and stop the Pre wedding shoot slideshow as the emcee prepares to speak and welcome the bride and groom.	

**Evening Activities (7:45pm) Preparation for the First March-in**

<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
<b>7:45pm</b>	Preparation for the First March-in	Emcee 1 and Emcee 2	<p>“Good afternoon beloved guests, close friends, and family of (Groom’s name) and (Bride’s name). My name is (Emcee1) and my name is (Emcee2) and we will be your Emcees for today.</p> <p>(Translate in Chinese)</p> <p>Emcee 1: “Today, (insert date here) is a very special and memorable day for the groom, son of Mr. and Mrs. (Insert the name of groom’s parents) and Bride, the daughter of Mr and Mrs. (Insert the name of the Bride’s parents)</p> <p>(Translate in Chinese)</p> <p>Emcee 2: “This is the day that everyone has been looking forward to and we know that each and every one is very excited for this day. In behalf of the Groom and the Bride, we would like to thank you for gracing this occasion with us.”</p> <p>(Translate in Chinese)</p>	

Evening Activities DINNER @ XXX (7:50pm – 8:05 pm) First March-in and Cake Cutting				
Time	Event/ Cue	Action By	Action	Remarks
7.50pm		Audiovisual In charge and Hotel Staff	Play the first March-in video	
8pm	First March-in Video is Finished	Emcee 1 and Emcee 2	“Ladies and gentlemen, may we request everyone to please rise and welcome our newly wedded couple with a warm round of applause. We proudly present to you now the Groom and the Bride, Mr. and Mrs. (insert name here)  (Translate in Chinese)	
		Audiovisual In Charge and Hotel Staff	Once March-In Video is finished  Play First March-in Song. Start soft then increasing the intensity after the mandarin translation is done.	
		Hotel Staff	Open doors upon end of speech.	
		Hotel Staff	Make sure there is a dry-ice and fanfare effect executed once door opens.	
		Groom and Bride	Bride and Groom will march-in up to the stage.	
		Audiovisual In Charge	Make sure to soften music as couple approaches the stage	
		8:05pm	Cake-Cutting	Audiovisual In charge
Emcee 1 and Emcee 2	“Now let us invite the newly-wed to cut the wedding cake.”  (Translate in Chinese)	Wedding Cake & knife in place		
Groom and Bride	Cake Cutting	Take seat after cutting cake		



		Emcee 1 and Emcee 2	(should wait first for the couple to be seated because speaking)  “Thank you everyone. Dinner will be served in a while. We hope that you’ll enjoy what we have prepared especially for this occasion.  (Translate in Chinese)	wait for couple to be seated
--	--	---------------------	--	------------------------------

Evening Activities (8:10 pm – 8:50pm) Dinner, Serving of first Dish				
Time	Event/ Cue	Action By	Action	Remarks
8:10pm	Serving of first dish	Audiovisual In charge	Make sure that the opening dish song is played as it is served.	
			After first dish presentation is done, the background dinner music should be played.	
	Pack up Reception Table	AA	AA and others clears the reception table  AA to bring the Ang Pao boxes to the couple's room and ensure that it is in a secured place, locked.  BB or CC should keep the remaining car park coupons in case of emergency.	Prepare two plastic bags for the ang pao  *Transfer ang paws into 2 separate plastic bags and put into the couple's hotel room locked.
8:20pm	Second dish	Food and Beverage manager	Remind the staff that dinner should be served on time.	
		Groom and Bride and Bridesmaid	Go to their hotel room to change their attire	
8:35pm	Third dish	Food and beverage manager	Remind the staff that dinner should be served on time.	

<b>8:50pm</b>	Preparation for second March in	Audiovisual In charge  Best man  Audiovisual In charge	Prepare the DVD that contains the Events that happened in the morning.  Must make sure that: <ul style="list-style-type: none"> <li>✓ Bridesmaid and couple are on the way down</li> <li>✓ Emcee are ready to announce playing of video</li> <li>✓ Audiovisual in charge is ready to play video</li> </ul> Dinner music to fade off/decrease in volume softly.	
---------------	---------------------------------	--	--	--

Evening Activities (8:50 pm) Preparation for Second March in				
Time	Event/ Cue	Action By	Action	Remarks
8:50pm	Preparation for Second March-in	Emcee 1 and Emcee 2	<p>“Good evening once again Ladies and Gentleman. We hope that you enjoyed the food that was served. On behalf of the newly wedded couple, we would like to extend our gratitude to everyone who graced this occasion with us and for bringing wonderful gifts and red packets. Once again, thank you so much.”</p> <p>(Translate in Chinese)</p> <p>“We will now witness tonight the event that happened earlier this morning, all the cool and unforgettable moment that happened to the Groom and his buddies as they were welcomed by the Bride’s sisters and how the Groom fetches the Bride to start a new and wonderful chapter of their life.”</p> <p>(Translate in Chinese)</p>	
		Audiovisual In charge	To make sure that the video for the events that happened in the morning is played for the second march in.	
		Hotel Staff	Hotel Staff to dim lights	
		Groom and Bride	Both will standby outside the ballroom area and wait for the emcees’ cue. The speech for second march in should be prepared.	There should be three copies of the speech, one placed on the podium, the other one is kept by the best man and the groom keeps the last copy.

<b>Evening Activities (9:05 pm – 9:20pm) Preparation for Second March in</b>				
<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
<b>9:05pm</b>	Second March in	Audiovisual In charge	To ensure that the second march in song is played once the video ends	
		Emcee 1 and Emcee 2	“Ladies and gentlemen, may we request everyone to please be seated as we welcome our Bride and Groom once again”  (Translate in Chinese)	
		Hotel Staff	To open doors.	
		Groom and Bride	To march in together until reaching the stage	
		Audiovisual In Charge	Music will fade as the couple reaches the stage.	
<b>9:10pm</b>	Announcement of ‘Thank You’ Speech by Couple	Emcee 1 and Emcee 2	(When the couple reached the stage)  “Tonight, the couple would like to take the opportunity to extend their warmest and sincerest gratitude to everyone who has been a part of their journey. Let us welcome the Bride and Groom.”  (Translate in Chinese)	
		Groom and Bride	Give Thank You speech	
<b>9:20pm</b>	Announcement of Champagne Fountain and Cross Arm Toast	Emcee 1 and Emcee 2	“We would like to invite the couple for the Champagne Fountain ceremony and Cross Arm toast”  (Translate in Chinese)	

**Evening Activities (9:20 pm – 9:50 pm) Champagne Fountain Ceremony and Cross Arm Toast**

<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
<b>9:20pm</b>	Champagne Fountain Ceremony and Cross Arm Toast	Groom and Bride	Cross arm toast	
		Emcee 1 and Emcee 2	<p>Now is the part that most of us prepared for, and the Chinese wedding dinner will surely not be complete without it – the traditional Yam Seng. May we invite the bride and groom’s parents, relatives and most valued friends to come up on the stage and propose a toast?</p> <p>(Emcees to call out the Yam Seng Party’s name and give the microphone to the leader.)</p> <p>(Translate in Chinese)</p>	Buddies will help to arrange according to the plan.
	Yum Seng Ceremony	Family Members	Should go on stage and do the traditional Yum Seng Toast	
		Emcee 1 and Emcee 2	<p>Thank you everyone for the wonderful Yum Seng Toast. You may now take your seats. We hope that you would enjoy the dinner and the rest of the night. The couple will now come to you table for group photo taking.”</p> <p>(Translate in Chinese)</p>	
<b>9:30pm</b>	Fourth Dish to be served	Food and Beverage Manager	Remind the hotel staff to serve the dishes on time after the champagne ceremony is finished.	
<b>9:40pm</b>	Fifth Dish to be served.	Food and Beverage Manager	Remind the hotel staff to serve the dishes on time.	

	Group Photo taking while inner is still going on	Advance Party: AA, BB and Best man  Photographer	To assist bride and groom to take pictures according to table number consecutively.	Photo taking should only take a maximum of 2 minutes per table. Photo taking should finish by 10:24 pm.
<b>9:50 pm</b>	Sixth Dish to be serve	Food and Beverage Manager	Remind the hotel staff to serve the dishes on time.	

<b>Evening Activities (10:00 pm – 11:00pm)</b>				
<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
<b>10:00pm</b>	Seventh dish to be served	Food and Beverage Manager	Remind the hotel staff to serve the dishes on time.	
<b>10:10pm</b>	Eight dish to be served	Food Coordinator	Remind the hotel staff to serve the dishes on time.	
<b>10:20</b>	Farewell	Groom and Bride Groom and Bride's Parents	Groom and Bride and both parties parents will now line up to the exit, take final pictures with the guest and bid farewell and thanks to the departing guests.	
<b>10:45pm</b>	Final Family Group Photo	All immediate family members Photographer	All the immediate family members will gather at the stage for a final family group photo.	
<b>11:00pm</b>		Groom's Parents	The parents of the groom will now bring back all the bridal and evening gowns and Ang Pows at home.	