

**Actual Wedding Day of (Name of Groom) and (Name of Bride)**

**(Insert Date here)**

**(Insert Venue here)**

**Lunch: \_\_\_\_\_pm**

**Handy Information**

Groom's Complete Address:

Bride's Complete Address:

Lunch 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>
Bridal Car Driver			
Car-door Opener			
Catering at JH's place			
Make-up artist			
Photographer (MAIN)			
Photographer (second/ for Table Shots only)			
Transport IC			
Wedding Coordinator 1			
Wedding Coordinator 2			

#### **Gate-crashing**

<b>Appointment</b>	<b>Name</b>	<b>Contact Number</b>	<b>Remarks</b>
Friend of the Groom			
Friend of the Groom			
Friend of the Groom			
Friend of the Groom			
Sister			
Sister			
Sister			
Sister			

## Lunch

Appointment	Name	Contact Number	Remarks
Emcee (English)			
Emcee (Chinese)			
Hotel Coordinator			
Hotel Food & Beverage Manager			

MORNING ACTIVITIES (6:00am – 8:30 am)				
Time	Event/ Cue	Action By	Action	Remarks
6:00 am	Family Breakfast	Family	Ensure that this will only last for not more than 30 mins. 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 (7:35 am – 10:00 am) 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><b>1.</b> Bridal Car</li> <li><b>2.</b> Car 1 for Buddies</li> <li><b>3.</b> 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><b>1.</b> Groom, Bride, Bestman, Photographer</li> <li><b>2.</b> Buddies</li> <li><b>3.</b> 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 (10:00am – 12:30 nn) Movement from Groom's Place to Hotel</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 Hotel	<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 hotel)	<ol style="list-style-type: none"> <li>1. Groom, Bride, Best man, Photographer</li> <li>2. Buddies</li> <li>3. Bridesmaids</li> </ol>
10:30am – 11:30pm	Tea Ceremony to commence at the hotel together with the Bride's family and relatives.	Groom and Bride	Tea is to be served to Bride's family and relatives	
11:30pm-12:30nn	Banquet and Cocktail	Hotel Staff	Hotel staff to start serving drinks and other refreshments for the guest.	

<b>MORNING ACTIVITIES (11:30am – 11:35 am)</b>				
<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
11:30pm	Preparation of the reception desk.	Assigned people: AA, BB, CC, DD, EE, FF, GG  The Banquet manage should make sure that the following are ready:  1. Reception Table and chairs good for 6 pax 2. Table or pedestal for the wedding album 3. 3 x A3 Table layout stand 4. 2 x stand for wedding frames 5. Tarpaulin/ Signages including plasma signage.	AA should make sure that the following are on the reception table  1. Guestbook 2. 3 pcs of Pens and add one as back up. Make sure it functions well. 3. 4 pcs of the Guest list that contains the Bride and Groom's guest. 4. Complimentary parking coupons 5. 2 pcs A3 table layouts on the left and right side of the table 6. Wedding album (Should be on display near the reception table 7. Signages and tarpaulin	The groom will need to arrange and pack the items into the best man's car before they leave their house in the morning of the Actual day. Other items will be provided by the hotel. Ensure that you know what will be provided and what will be not.  BB, CC and DD should help with Groom's guest list if needed.
11:35pm	Commence Registration	AA, BB, CC, DD, EE, FF, GG	Begin the registration of guest for the Banquet.  Distribute the complimentary parking coupons.	Bride and Groom should remind family, relatives and close friends to be seated at exactly 12:30 pm  There should be assigned ushers for the guest to guide them to their

				respective seats.
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Morning Activities (12:20nn) Preparation for Lunch				
Time	Event/ Cue	Action By	Action	Remarks
		Emcee1& Emcee2	Signal guest and parents of the bride and groom to take their seats	
		Groom	Fetch Bride to come down	If the bride is bringing her phone, let the bridesmaid hold it for her for the mean time.
		Bride	To come down with her bouquet	
		Best man	Ensure that the hotel staff has prepared fanfare effects  When the bride and groom are standing in front of the banquet door, inform Emcees that couple is ready to come in.	
		Emcee 1 and Emcee 2	Standby in stage after being cued that couple is ready. Prepare for 1 <sup>st</sup> march in speech.	
		Audiovisual in charge & Hotel Staff	To play pre-wedding shoot video/slideshow and stop/fade off music one Emcee begins to speak.  Stand by music (Theme song of Bride and Groom)	

Afternoon Activities (12:20pm) Assembly for First March-in				
Time	Event/ Cue	Action By	Action	Remarks
12:20 pm	Assembly/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>	

Afternoon Activities (12:25pm – 12:40 pm) March in				
Time	Event/ Cue	Action By	Action	Remarks
12.25pm	First March-in	Audiovisual In-charge and Hotel Staff	First March in Video to be played.	
12:30pm	First March in Video done	Emcee 1 and Emcee 2	“Ladies and gentlemen, please stand up as we welcome the newly wedded couple, Mr. and Mrs. (insert name here). Let us give them a warm round of applause.  (Translate in Chinese)	
		Audiovisual In-charge	Play first March in song. Begin playing it softly as if a background music for the mandarin translation and rise to full volume once done.	
		Hotel Staff	Open doors upon end of speech.	
		Hotel Staff	Make sure fanfare effects will be executed once the door opens.	
		Groom and Bride	Bride & Groom march-in till stage	
		Audiovisual In-charge	To soften music as couple approaches the stage	
12:40pm	Cake-Cutting	Audiovisual In-charge	Let music fade away as the couple is seated on stage and the emcee speaks.	
		Emcee 1 and Emcee 2	“We will now invite the newly wedded couple to cut the wedding cake”  (Translate in Chinese)	Wedding Cake & knife in place
		Groom and Bride	Cut cake	Take seat after cutting cake

		Emcee 1 and Emcee 2	(Wait for couple to be seated after cutting the cake) “Thank you everyone. Lunch will be served in a while. We hope that you will enjoy the food.”  (Translate in Chinese)	Wait for the couple to be seated
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Afternoon Activities (12:40pm – 1:20pm)				
Time	Event/ Cue	Action By	Action	Remarks
12:40pm	Serve first Dish	Audiovisual In-charge	Make sure that a song is played as the dish is served.	
			Begin playing the background music after the first dish is served.	
	Reception table pack up	AA	<p>AA and team should clear off reception table</p> <p>AA to bring Ang Pao to the room of the couple and ensure that it is locked in place.</p> <p>BB and CC should keep the remaining carpark complimentary coupons in their pocket for distribution when necessary.</p>	<p>*Prepare two plastic bags for the ang pao</p> <p>*Transfer ang paws into 2 separate plastic bags and put into the couple's hotel room locked.</p>
12:45pm	Serve second dish	Food and Beverage manager	Remind staff to serve dishes on time	
		Groom, Bride and Bridesmaid	Go up to hotel room to change attire	
1:05pm	Serve Third Dish (Whole Abalone)	Food and Beverage manager	Remind staff to serve dishes on time	

1:20pm	Preparation for the second March-in	Best man  Audiovisual In-charge	Collaborate with: <ul style="list-style-type: none"> <li>• Bridesmaid and check if the couple is on their way down.</li> <li>• Emcee and check if they are ready for the announcement of playing the video and the arrival/second march in of groom and bride.</li> <li>• Audiovisual In-charge and check if the second march in song is ready to be played.</li> </ul> <p>Fade off background music</p>	
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Afternoon Activities (1:20pm – 1:40pm) Second March in				
Time	Event/ Cue	Action By	Action	Remarks
1:20pm	Preparation for Second March in	Emcee 1 and Emcee 2	<p>“Hello everyone. We hope you enjoyed the food that was served. In behalf of the bride and groom, we would like to extend our warmest and sincere appreciation to all of you for gracing with us this event. We would also like to thank you for your generosity for giving the wonderful gifts and red packets”</p> <p>(Translate in Chinese)</p>	
		Groom and Bride	Be prepared outside the ballroom with speech for the second march in	There should be duplicate copies of the speech in case of emergency. One copy placed on the podium, one with the best man and one for the Groom.
		Hotel Staff	Standby to open doors	Open door as couple comes in
1:35pm	Second March-in	Emcee 1 and Emcee 2	<p>“May we request everyone to please remain seated as we welcome the bride and the groom to join us in the ball room once again”</p> <p>(Translate in Chinese)</p>	
		Hotel Staff	Open doors.	
		Groom and Bride	March in until arrival on stage	
		Audiovisual In charge	Make music fade away to silence as couple reaches stage	
1:40pm	Announcement of ‘Thank You’ Speech by Couple	Emcee 1 and Emcee 2	<p>(Once the couple is on stage)</p> <p>“The couple would like to take this opportunity to</p>	

			extend their warmest gratitude to everyone who made this event possible”  (Translate in Chinese)	
		Groom and Bride	Give Thank You speech	

<b>Afternoon Activities (1:50pm – 2:10pm)</b>				
<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
1:50pm	Announcement of Champagne Fountain and Cross Arm Toast	Emcee 1 and Emcee 2	We would like to invite (groom's name) and (bride's name) on the stage to pop the champagne. (When the couple popped the champagne and finished pouring it into the wine glasses) Let us now witness our groom and bride to present a cross toast with each other. (Translate in Chinese)	
1:50pm	Champagne Fountain Ceremony and Cross Arm Toast	Groom and Bride	Cross arm toast	
		Emcee 1 and Emcee 2	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?  (Emcees to call out the Yam Seng Party's name and give the microphone to the leader.)  (Translate in Chinese)	Buddies to help coordinate standing arrangements  Buddies and Jie-meis to be present on stage too
	Yum Seng Ceremony	Family Members	Go on stage and do Yum Seng Toast	
		Emcee 1 and Emcee 2	"Thank you for the warm message, you may now take your seat. Please do enjoy the rest of the served lunch as the couple starts to roam around and take pictures at your designated table"  (Translate in Chinese)	

2:00pm	Serve Fourth Dish	Food Coordinator	Remind hotel staff that dishes should be served on time once the champagne ceremony is finished.	
2:10pm	Serve Fifth Dish	Food Coordinator	Remind hotel staff to serve dish on time	
	Table-to-Table Photo-taking while lunch still continues	Advance Party: DD, EE, Best man  Photographer	Assist photographer to take take in sequence according to Table Number, consecutively from No. 01, 03 and so on and so forth.	Each table should take up 2 minutes for the photo taking.  The shoot should end up exactly 3:00 pm

<b>Afternoon Activities (2:10pm – 3:30pm)</b>				
<b>Time</b>	<b>Event/ Cue</b>	<b>Action By</b>	<b>Action</b>	<b>Remarks</b>
2:10pm	Serve Sixth Dish	Food Coordinator	Remind hotel staff to serve dishes on time	
2:30pm	Serve Seventh Dish	Food Coordinator	Remind hotel staff to serve dishes on time	
2:40pm	Serve Eighth Dish	Food Coordinator	Remind hotel staff to serve dishes on time	
3:00 pm	FAREWELL (Last group photo is taken)	Groom and Bride  Groom and Bride's Parents	Line up at exit to bid farewell and say thanks to departing guests	
3:20pm	Final Family Group Photo	All immediate family members  Photographer	Come up the stage and take the family group photo	
3:30pm		Groom's Parents	Bring the bridal gown, evening gown and the Ang paws home.	