

MC Information Pack



Photography by Boban

So much to remember....



So you have been asked to be the Master of Ceremonies (MC) for your friends/families important day.

This must be such an honour but you maybe thinking "What do I do as an MC?"

We have tried to create a booklet to help you in your role and to not overwhelm our awesome couples with information they do not need to remember. They just need to think about themselves and each other on this special day

Within this booklet you will find information on what role an MC plays, key jobs you need to cover as well as information on the venue to help you guide the guests.

The owners of Bridgewater, Tracey and Justin will be around at the venue for the full event and if you forget anything, we are here to help. in the meantime, if something is not mentioned here, or you need further information please do not hesitate to reach out to Justin on 0274 798 107

On Arrival



One of your key jobs for the day is to keep everything running smoothly and to schedule. To do this, we have listed a few tips below:

Please arrive at least 60 minutes before the guests so that you have time to familiarise yourself with the location and be briefed by Bridgewater on the role.

The briefing is really important as this is the meeting where the event manager, Justin Button and the MC align on expectations. Please bring with you the schedule and the housekeeping rules to the briefing.

Please come to the reception bar and ask for Justin Button as your first task on arrival. If he isn't around his mobile is 0274 798 107

Jobs to Cover



SCHEDULING

Sticking to the schedule is the number one job for the MC. The venue and the couple have agreed on a schedule during the final meeting to ensure it can all run smoothly for both parties. Please ensure you have the most up to date schedule following the final meeting.

The venue has advised the kitchen on timings so it is essential that timings are followed as food will be presented at the time we have agreed. If you are running behind schedule this will compromise the quality of the food. Please advise maitre'd if things are not going to plan

HOUSE RULES

During the event the venue has house rules (found in this booklet) that we need the MC to read out to all the guests. Most of them are common sense instructions such as location of bathrooms etc, and some of them are 'rules'.

The first set of house rules will be read either prior to the ceremony starting, as the guests take a set at the ceremony spot, or following the ceremony. This is your decision on when it is best to share the first rules

The second set of rules will need to be shared once the guests are up top for the reception. Typically these are read prior to the couple entering into the reception area.

KEY DECISIONS

As you are the main point of contact on the day for the venue, sometimes you maybe required to make a decision on the spot that you may not have been 'briefed' on by your discussion with the couple. Decisions such as 'it starts to shower while the canapes are on. You may make a decision to move the guests up to the reception area earlier'.

If decisions need to be made please liaise with our maitre'd before those decisions are announced to check if they have any impact on the running of the event from the venues side. The venue team are here to help guide you also!

House Rules

TO READ OUT AT THE START OF THE EVENT

These rules should be read either when your guests are sitting down at the ceremony spot waiting, or; Following the ceremony as they are about to get the group photos prior to the canapes and drinks. We have a microphone for each zone you are in so please come to see a staff member to collect the correct microphone

- The Bathrooms are up near the pool area, at the entrance where you first arrived.
 - If you are down in the garden bar, follow the path up where the signs direct you.
 - If you are in the forest area, follow the chalet path, towards the Reception area where you will see the pool and the bathrooms are near.
- Smoking area is by smokers bin, next to bottom of ramp, on grassed area. No smoking in the Native Forest!
- Evacuation area in case of emergency is located in the carpark. If an emergency were to happen, please follow the instructions of the Bridgewater Staff and make your way to the evacuation sign located in the carpark.
- Please be aware that there is a pond on the property which does not have a fence around it so can be a dangour particularly in relation to the young children. Please ensure you supervise the little ones throughout the entire event.
- When canapes start flowing, please be aware that if you have advised the couple of dietaries such as Gluten Free or Vegan, you will have a selection of dietary canapes located on the bar top.

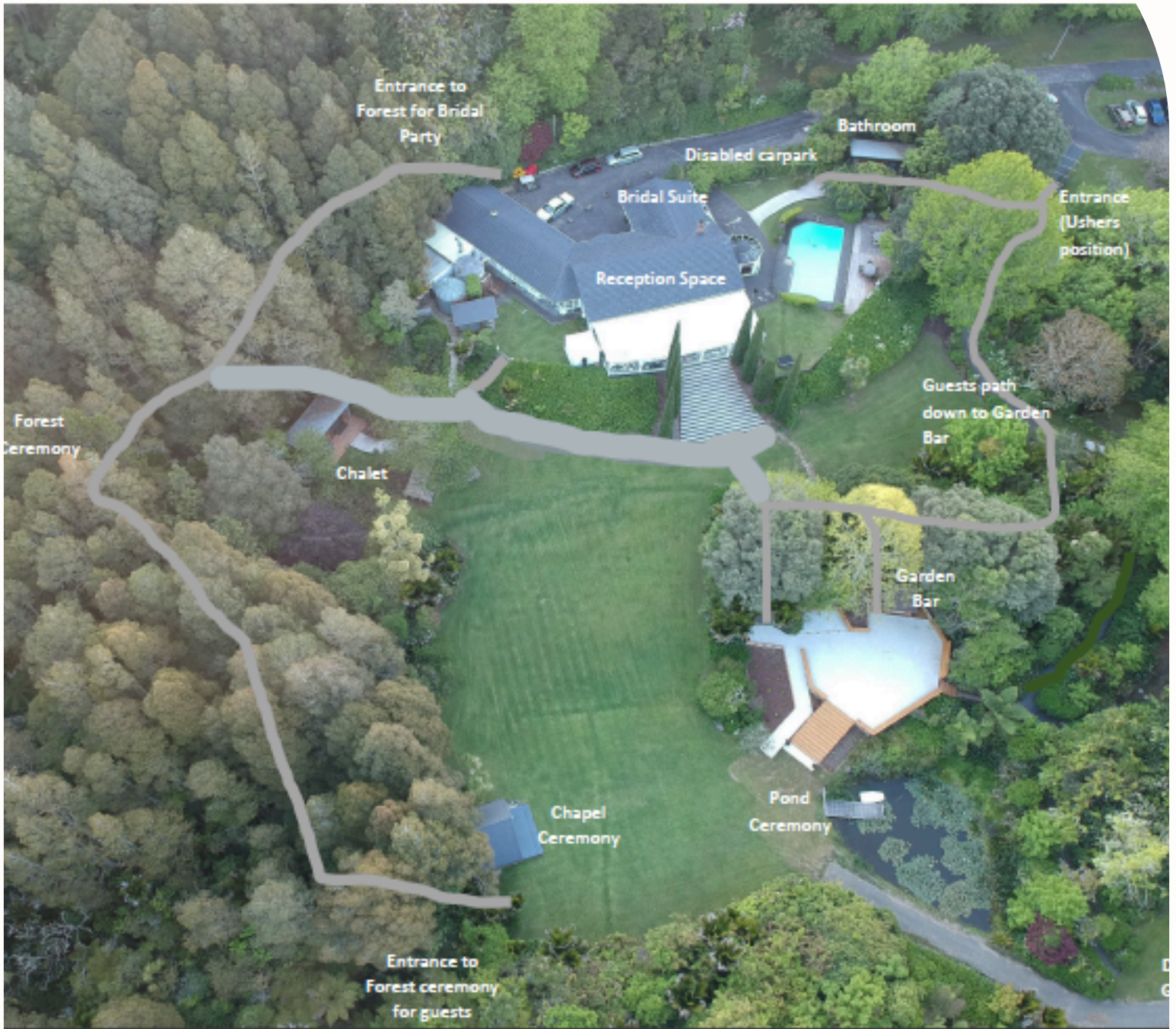
House Rules

TO READ OUT AT THE START OF THE RECEPTION

These rules should be read while the guests are taking their seat prior to the MC announcing the bridal party into the reception area. We have two microphones for the Reception area. One for the MC and the other for the speeches. Please collect these from the bar on your arrival

- Reminder that bathrooms are around the side by the pool area.
- Smoking area is on the other side of the pool where table and chairs are located only. Please do not smoke or vape outside the double door entrance or by the toilet path. Please keep this space free for people to walk through.
- Reminder of the evacuation area in case of emergency is located in the carpark. If an emergency were to happen, please follow the instructions of the Bridgewater Staff and make your way to the evacuation sign located in the carpark.
- Swimming pool is out of bounds.
- Reminder about the pond and to supervise the little ones
- Strictly no glasses on the dance floor.
- Due to “host responsibilities” if we find anyone intoxicated or disrespectful of our staff we are required to remove them from the venue.
- Please advise guests requiring taxis should already have booked them. It is too late to phone for a taxi later in the evening. If not already booked they should organize a ride with other guests asap.

Map of the Property



That's all folks



We hope that you found this booklet helpful and that it helps prepare you for the main jobs you are looking after.

However please note that your couple may have instructed you additional jobs throughout the day so please ensure you have had a good debrief with them.

If you do have any additional instructions, feel free to write this on the last page so that you have everything in one document.

Thank you for being part of this special day and with all of us prepared the wedding will be a great day!

Additional Jobs

Additional Task #1

Additional Task #2

Additional Task #3

Additional Task #4