

The reception script template

Fill this in as you go. The rest of the guide explains the full run of show and how to gather what you need for it, but you can start writing right here.

1. Welcome

Greeting, your name, and a short outline of how the evening will run.

2. Wedding party introductions

Confirmed names, roles, and pronunciation notes. One line each.

3. Into toasts

Cue dessert, introduce the first speaker by name.

4. Into first dance

Everyone to the floor, two sentences.

5. Into cake / open dancing

Short and clear, cue the DJ or band directly.

6. The close

Thank the guests and families. Hand back to the couple or DJ.