

Wedding Speech Run Sheet

ToastBuddy printable planning sheet

Use this with the couple, planner, MC, DJ, and venue captain. Confirm the final sequence at least one week before the reception.

Recommended sequence

Order	Speaker	Target	Introduced by	Microphone handoff
1	MC welcome and room reset	1 min	—	Host or parent
2	Host or parent toast	3–4 min	MC	Honor attendant
3	Best man or groomsman	3–4 min	MC/host	Maid of honor
4	Maid or matron of honor	3–4 min	Previous speaker	Additional speaker
5	Sibling or close friend	2–3 min	MC	The couple
6	Couple thank-you and final toast	3–4 min	MC	MC or bandleader

Final production check

- ☐ Confirm every speaker's name and pronunciation.
- ☐ Put the next speaker near the edge of the room.
- ☐ Test the microphone before guests enter.
- ☐ Stop background music before each introduction.
- ☐ Tell catering when speeches begin and end.
- ☐ Keep water and printed cue cards near the microphone.

- ☐ Agree on a clear signal if a speech runs long.
- ☐ Return the microphone to the MC after the final toast.

Notes

Start time: End time:

Dinner-service notes:

Traditions or translations:

Backup microphone location:

Find the free interactive planner at ToastBuddy.com.