

PREMIUM

WORKING WITH PREMIUM ENTERTAINMENT

Officiant's *Guide.*

Being asked to officiate a wedding is one of the highest honors a friend or family member can receive. This guide will help you coordinate with our team and deliver a ceremony the couple will remember forever.

Your Ceremony *Playbook*

Introduce Yourself to the DJ

01

Find the DJ and sound technician as early as possible — ideally during setup. Introduce yourself, let them know you're the officiant, and exchange names. This brief introduction establishes rapport and ensures the ceremony feels seamless from the first note to the last word. Your DJ is your partner in making this ceremony run flawlessly.

TIP *Arrive at least 30 minutes before the ceremony to connect with the DJ and do a sound check together.*

Coordinate Recessional Music

02

Before the ceremony begins, share your final lines with the DJ so they know exactly when to trigger the recessional music. The transition from your closing words to the couple's walk back down the aisle should feel cinematic — not awkward. Agree on a visual signal (a nod, a hand gesture) as a backup cue in case the moment moves quickly.

TIP *Write your last two lines on a card and hand it to the DJ. This removes all guesswork.*

Microphone Best Practices

03

A handheld wireless microphone will be prepared on a stand for you. Keep the mic 2 to 3 inches from your mouth and speak directly into the top of the mic — not across it or from the side. Keep your volume natural; the sound system will do the work of projecting your voice. When the couple reads their vows, swivel the mic toward them so guests can hear every word. Never tap or blow into the mic to test it.

TIP *If the DJ offers a sound check before guests arrive, always take it. It's the single best thing you can do for audio quality.*

04

Step Out of the Way for the Kiss

This is the moment everyone is waiting for — and the photo everyone will frame. Before you announce "you may kiss," take a deliberate step to one side. Photographers need a clear line of sight, and you don't want to be the person standing between the couple in their first kiss photo. Make this move feel natural, not rushed.

TIP *Practice this during the rehearsal so your step-aside feels smooth and automatic on the day.*

05

Step Back for Announcements

If you're making any additional announcements after the kiss — introducing the couple by their new name, directing guests to cocktail hour — step back to a proper position near the mic stand. This keeps you audible without pulling focus from the couple's moment. Keep post-kiss announcements brief and celebratory.

TIP *"For the first time as a married couple..." is your cue to project energy and joy. Match the room's excitement.*

06

Remind Guests to Be Seated

As the ceremony begins, clearly and warmly ask guests to "please be seated." Even if it seems obvious, guests genuinely appreciate the direction — especially at outdoor ceremonies or venues with non-traditional seating. Without this cue, guests will often remain standing through the entire ceremony, unsure of when to sit.

TIP *Also tell guests to rise when the bride enters. "Please rise" with a gentle upward hand gesture works perfectly.*

Professional Tips

- Print your script in a nice leather folio or binder — never read from your phone or tablet. Phones look unprofessional, can ring mid-ceremony, and create glare in photos.
- Practice reading your script out loud at least 20 times before the wedding day. Nothing builds confidence like thorough preparation.
- Rest, hydrate, and eat before the ceremony. Skip alcohol until after — you need to be clear-headed and fully present.
- Know the two critical guest directions: tell them to stand when the bride enters, and tell them to sit after the couple arrives at the altar.
- If you lose your place or stumble on a word, just pause. Take a breath. No one will notice, and your DJ has your back.
- Sign the marriage license immediately after the ceremony with the couple and witnesses. Don't let the celebration cause you to forget this legal requirement.
- Stand in front of the arch or arbor, not underneath it. This keeps the couple's faces visible to guests and photographers.