

GOLD OTTER MEDIA

Matric Dance Programme Template

A ready-made running order for the night, plus a blank version
to fill in with your school's details and print.

With love from Cape Town - goldotter.co.za

The Programme

Fill in your school, theme and times - then print for every table.

SCHOOL: _____

CLASS OF: _____

THEME: _____

DATE: _____

VENUE: _____

MC: _____

Running order

17:30 Red-carpet arrivals & welcome drinks

18:30 Welcome by the MC & opening address

19:00 Starters & class video

19:45 Main course

20:00 Photo booth opens - runs until 23:00

20:30 Awards & class superlatives

21:00 Dessert & first dance

23:00 Final song & farewell

Tip: keep every speech under five minutes. Photo booth runs 20:00-23:00 - prime formal-wear hours.

Blank Programme

Your night, your order - write it your way.

SCHOOL: _____

THEME: _____

DATE: _____

Time

What happens

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Committee Checklist

The night runs on this page.

- ☐ Venue & date locked, other schools' dates checked
- ☐ Theme voted & announced
- ☐ Sponsors confirmed & thanked on the programme
- ☐ MC briefed, speeches capped at five minutes
- ☐ Class video / slideshow tested on venue screen
- ☐ Awards & superlatives list finalised (fun, not mean)
- ☐ Photo booth booked - running 20:00-23:00, placed near the action
- ☐ Hashtag chosen & printed on the programme
- ☐ Programme printed - one per table
- ☐ Playlist approved & sound checked
- ☐ Photographer shot-list shared
- ☐ Transport & pickup plan communicated to parents

Need the entertainment part solved? 360 booth & instant prints: goldotter.co.za/photo-booth-hire