

Maid of Honor's Checklist

- Helps the bride select bridesmaids' attire
- Helps address invitations and place cards
- Attends as many prenuptial events as possible
- Host and plan the bridal shower and bachelorette party
- Keep an open communication with bride and her family with any wedding changes, especially last minute changes
- Help bride with seating arrangements
- Organizes bridesmaids' gift to the bride. Usually gives an individual gift to the couple
- Makes sure that all the bridesmaids, the flower girl, and the ring bearer are at fittings, the rehearsal, and the ceremony on time
- Is expected to attend the rehearsal and is included at the rehearsal dinner
- Walks in processional and recessional
- Holds the groom's wedding ring
- Assist the bride in getting into her dress
- Arranges the bride's veil and train before the processional and recessional
- Makes sure the bride's gown is "picture perfect" throughout the day
- Be the messenger if bride wants to communicate to groom on wedding day
- Holds the bride's bouquet during the ceremony
- Help make sure bride gets privacy, if she needs some time to herself before ceremony
- Witnesses the signing of the marriage certificate
- Stands in the receiving line
- Keeps the bride on schedule
- Make a toast at the reception
- Helps the bride change into her going away clothes
- Takes care of the bride's gown and accessories after the reception

- Lock up couple's money bag after their money dance (if there is one), just to make sure it doesn't get stolen or picked up by accident
- Provide moral support and be a great listener throughout the wedding process
- Pays for own wedding attire and transportation to the wedding

Notes:

Bridesmaids' Checklist

- Assist the Maid of Honor as requested
- Help the bride with decorations and favors
- Attend as many pre-nuptial events as possible
- Possibly host or co-host a party or shower (optional)
- Make sure to pick up your dress at a "reasonable" amount of time in case of additional fittings
- Assist the bride with errands
- Contribute to bridesmaids' gift to the bride. Usually gives an individual gift to the couple
- Are expected to attend the rehearsal and are included at the rehearsal dinner
- Arrive at dressing site promptly
- Walk in processional and recessional
- Possibly participate in receiving line
- Dance with ushers and single male guests
- Help gather guests for the first dance, cake cutting, and bouquet toss
- Participate in bouquet toss, if single
- Look after the couple's elderly relatives or friends

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Owner

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- Pays for own wedding attire and transportation to the wedding

Notes:

Best Man's Checklist

- Organizes a pre-wedding party for the groom
- Help the groom choose tuxes
- Organize groomsmen fittings
- Plan and host bachelor party
- Help arrange wedding accommodations for out-of-town groomsmen
- Keep groomsmen updated on schedule changes
- Coordinates the ushers' gift to the groom. Usually gives an individual gift to the couple
- Is expected to attend the rehearsal and is included in the rehearsal dinner
- Gets the groom dressed and to the ceremony on time
- Make sure groomsmen have boutonnieres and properly attached
- Makes sure the groom's wedding related expenses are prepared (Officiant fee, tips, etc.)
- Makes sure the groom has the marriage license with him
- Delivers any payment to an Officiant, sexton, and ceremony musician(s), as prearranged
- Enters the sanctuary with the groom
- Takes care of and holds the bride's wedding ring
- If there is a ring bearer, attach rings to pillow
- Get a head count on wedding day
- Makes sure all ushers and properly attired and in place on time
- Walks in the recessional
- Witnesses the signing of the marriage certificate

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- Drives the bride and groom to reception, if no driver is hired
- Helps welcome guests at reception
- Offers first toast to bride and groom at reception
- Dances with the bride, maid of honor, mothers, and single female guests
- Helps the groom get ready for the honeymoon
- Gathers up and takes care of groom's wedding clothes after he changes
- Has a car ready for the bride and groom to leave the reception or perhaps drives them to their next destination

Notes:

Head Usher's Checklist

- Expected to attend the rehearsal and is included at the rehearsal dinner
- Receives any lists of guests who are to be seated in a specific pew and is aware of the importance and sequence of seating special guests, such as the mothers and grandmothers of the bride and groom
- Makes sure that programs, if used, are handed to guests when they are seated
- Makes sure that people who are designated to receive special flowers or corsages do, if the flowers have not been delivered to the recipients beforehand
- Checks that all ushers are dressed properly and wearing their boutonnieres on the left side, stem down
- Makes sure that the ushers know how to usher: how to greet guests, how to offer an arm to a single woman guest, and how to precede a couple to their seats
- Helps gather the wedding party for photographs either before or after the ceremony and ensures that transportation arrangements have been made for all members of the wedding party to and from the ceremony
- Completes entire Groomsmen and Ushers Checklist, as needed

Notes:

Groomsmen and Ushers' Checklist

- Participate in party for the groom, if there is one
- Contribute to the ushers' gift to the groom. Usually gives an individual gift to the couple
- Expected to attend the rehearsal and the rehearsal dinner
- Review any special seating situations with the head usher before the ceremony begins
- Greets guests as they arrive
- Seat the eldest women first if a group of guests arrive simultaneously
- Ask guests whether they are to be seated on the bride's side or the groom's side
- Offer their right arm to female guests (with the guest's escort walking behind) or ask couples to follow behind (leading couple to their seat)
- Walk to the left side of a male guest
- Hand each guest a program when they are seated
- Put the aisle runner in place after guests are seated and before the processional begins
- Know the order of seating per tradition such as special guests, grandmothers of the bride and groom, and bride's mother last
- Remove pew ribbons, one row at a time, after the ceremony
- Close windows and check pews for programs or articles left behind after the ceremony
- Are prepared to direct guests to the reception site (having extra maps available, if used)
- Dance with bridesmaids and other guests at the reception
- Look after elderly relatives or friends
- Participate in garter ceremony, if there is one, and encourage other single men to participate
- Coordinate return of rented apparel with head usher or best man

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- Pay for own wedding attire and transportation to the wedding

Notes:

Mother of the Bride's Checklist

- Hosts an engagement party (the bride's family traditionally gets the first opportunity)
- Helps couple to decide on sites or assists in making other big planning decisions
- Usually contributes to the wedding budget
- Assists the bride in putting together the family's guest list
- Offers suggestions for special family or ethnic ceremony traditions
- Accommodate out-of-town guests from the bride's side of the family
- May help bride to shop for wedding gown and accessories
- Chooses own wedding day outfit (may consult with mother of the groom about formality)
- Along with the maid of honor and bridesmaids, may plan and host bridal shower
- On wedding day help bride to get ready
- May accompany daughter and husband to ceremony
- Walk in recessional with husband following wedding party
- Greet guests in receiving line
- May be announced along with husband
- Dance with son-in-law and (optional) make a toast
- Sits in an honored place at parent's table
- May assist with coordinating vendors
- May host a post-wedding brunch

Notes:

Father of the Bride's Checklist

- Hosts an engagement party (the bride's family traditionally gets the first opportunity)
- Helps couple to decide on sites or assists in making other big planning decisions
- Usually contributes to the wedding budget
- Ensure that transportation scheduled on wedding day arrives and departs on time
- May select hotel for out of town guests and reserve a block of reduced rate rooms
- Rents own formalwear (work with couple to coordinate with wedding party)
- Helps pick up out-of-town guests from airport. May also arrange transportation to and from the wedding
- Typically travels to ceremony with the bride
- Walks daughter down the aisle
- Gives the bride away during the ceremony
- Escorts the mother of the bride out following the wedding party
- Greets guests in the receiving line
- May be announced with wife at reception
- May make a welcoming speech
- Sits in an honored place at the parent's table
- Toasts the newlyweds after the best man makes his speech and the groom responds

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- Dances with the bride
- May take care of vendor balances at the end of the reception

Notes:

Mother of the Groom's Checklist

- Contacts the mother of the bride if the families are not acquainted (or plans a celebration if you have met)
- Attends (first) engagement party if the bride's family hosts one
- Along with husband, may host an additional engagement party for the groom's side of the family
- Attend bridal shower
- Get information on where the couple is registered and spread the word on your side of family
- Usually contributes to wedding budget
- May help couple decide on sites and/or make other big planning decisions
- Helps group to put together family's guest list
- Offers suggestions for special family or ethnic ceremony traditions
- May help bride shop for her wedding gown
- Chooses own wedding day outfit (may consult with mother of the bride about formality)
- Along with husband, plans and hosts the rehearsal dinner
- Escorted out following the wedding party and the bride's parents
- Greets guests in the receiving line
- May be announced with husband at the reception
- Sits in an honored place at the parent's table
- Does mother-son dance with groom
- Attends post wedding brunch (if held)

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Notes:

Father of the Groom's Checklist

- Attends (first) engagement party, if the bride's family hosts one
- Along with wife, may host an additional engagement party for groom's side of the family
- Along with wife, may contribute to the wedding budget
- May help couple decide on sites and/or make other big planning decisions
- Rents own formalwear (after talking with couple to coordinate with wedding party); attends fittings as needed
- Along with wife, plans rehearsal dinner
- May travel to ceremony with the groom and the best man
- May escort wife to her seat right before the mother of the bride is seated
- Escorts mother of the groom out after wedding party and bride's parents
- Greets guests in the receiving line
- May be announced with wife
- May make a welcoming speech
- Sits at an honored place at the parent's table
- May toast the newlyweds
- May settle final bills with wedding vendors
- Attends or hosts post-wedding brunch

Notes:
