



Maid of Honor's Checklist

- Helps the bride select bridesmaid's attire
- Helps address invitations and place cards
- Attends as many pre-nuptial events as possible
- Organizes bridesmaids' gift to the bride. Usually gives an individual gift to the couple
- Makes sure 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
- Helps with the bride's gown
- Arranges the bride's gown is 'picture perfect' throughout the day
- Holds the bride's bouquet during the ceremony
- Witnesses the signing of the marriage certificate
- Stands in the receiving line
- Keeps the bride on schedule
- Helps the bride change into her going away clothes
- Takes care of the bride's gown and accessories after the reception

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Bridesmaids' Checklist

- Assist the Maid of Honor as requested
- Attends as many prenuptial events as possible
- 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
- Help gathering 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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Best Man's Checklist

- Organizes a pre-wedding party for the groom
- 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
- Makes sure the groom's wedding related expenses are prepared
- Makes sure the groom has the marriage license with him
- Delivers any payment to Officiant, sexton, and ceremony musician, as prepared
- Enters the sanctuary with the groom
- Takes care of and holds the bride's wedding ring
- Makes sure all ushers and properly attired and in place on time
- Walks in the recessional
- Witnesses the signing of the marriage certificate
- 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
- 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 drive them to the next destination

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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 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, is the flowers have not been delivered to the recipients beforehand
- Checks that all ushers are dressed properly and wearing their boutonnieres on the left site, stem down
- Makes sure that the ushers know how to usher: how to greet guests, how to offer 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 ensure the transportation arrangement have been made for all members of the wedding party to and from the ceremony
- Completes entire Groomsmen and Ushers Checklist, as needed

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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
- 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 guest are seated and before the processional begins
- Know the order of seating per tradition such as special guests, grandmother of the groom, and bride's mother last
- Close windows and check pews for programs or articles left behind after the ceremony
- Are prepared to direct guests to the reception site
- 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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Mother of the Bride's Checklist

- Hosts an engagement party
- 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
- May help bride to shop for wedding gown and accessories
- Chooses own wedding day outfit
- 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
- Sits in an honored place at parent's table
- May assist with coordinating vendors
- May host a post-wedding brunch

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Father of the Bride's Checklist

- Hosts an engagement party
- Helps couple to decide on sites or assists in making other big planning decisions
- Usually contributes to the wedding budget
- 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 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
- Dances with the bride
- May take care of vendor balances at the end of the reception

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Mother of the Groom's Checklist

- Contacts the mother of the bride if the families are not acquainted
- Attends the 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
- 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
- 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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Father of the Groom's Checklist

- Attends 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
- 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 welcome 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

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Flower Girl's Checklist

- Dress and accessories should be paid for by her family
- Attends the rehearsal although she usually does not attend the rehearsal dinner
- In the processional, walks alone directly before the bride and her father
- Often scatters petals from a basket she holds, although this is sometimes too overwhelming a responsibility for a young girl to manage in front of a large group of people. It is usually easier for her to carry either a small basket of flowers or a tiny nosegay of flowers similar to those carried by the bridesmaids
- In the recessional, walks with the ring bearer, directly behind the couple
- The bride may hire a babysitter or ask one of the bridesmaids to look after the flower girl, to be in charge of checking her appearance and making sure she is present for formal pictures, helping her manage her food at the reception, and escorting her to the ladies room

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Ring Bearer's Checklist

- His attire should be paid for by his family
- Attends the rehearsal
- He immediately precedes the flower girl in the processional
- Carries either the actual rings or a facsimile of the rings, on a white velvet or satin cushion. If the rings are genuine, they should be fastened to the cushion with a very thin thread or placed over a firmly fixed hatpin. The best man takes the rings from the cushion at the ring moment
- Walk with the flower girl in the recessional, directly behind the bride and groom
- The bride may hire a babysitter or ask one of the users to look after the ring bearer, to be in charge of checking his appearance, making sure he is present for formal pictures, helping him manage his food at the reception, and escorting him to the men's room

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