

# Wedding Party Duty Checklists

## Maid of Honor/ Matron of Honor Checklist

- \_\_\_\_\_ Adjust Brides Veil, Gown & Train during ceremony
- \_\_\_\_\_ Attends rehearsal and rehearsal dinner
- \_\_\_\_\_ Helps make wedding favors
- \_\_\_\_\_ Help address wedding invitations
- \_\_\_\_\_ Help Bride change into "going away" cloths & takes gown to the cleaners
- \_\_\_\_\_ Help Bride dress on the wedding day
- \_\_\_\_\_ Help coordinate fitting schedule
- \_\_\_\_\_ Help coordinate with other bridesmaid
- \_\_\_\_\_ Help in whatever is needed
- \_\_\_\_\_ Hold Brides Bouquet during ceremony
- \_\_\_\_\_ May offer toast to Newlyweds
- \_\_\_\_\_ Can be the Official Witness to marriage license – must be 18 years old
- \_\_\_\_\_ Pays for own travel expenses
- \_\_\_\_\_ Pays for own Wedding Attire & accessories
- \_\_\_\_\_ Plan Bachelorette Shower or Party
- \_\_\_\_\_ Purchase Wedding Gift & Shower Gift
- \_\_\_\_\_ In charge of Grooms wedding ring
- \_\_\_\_\_ Oversees Bridesmaid
- \_\_\_\_\_ Stands in the receiving line

## Bridesmaids

- \_\_\_\_\_ Help make wedding favors
- \_\_\_\_\_ Help plan and contribute to Bridal Shower
- \_\_\_\_\_ Help address wedding invitations
- \_\_\_\_\_ Help with wedding errands
- \_\_\_\_\_ Pay for own travel expenses
- \_\_\_\_\_ Pay for own wedding attire & accessories

## Junior Bridesmaid – (8–16 yrs old)

- \_\_\_\_\_ First in the Procession
- \_\_\_\_\_ Hands out wedding program prior to ceremony
- \_\_\_\_\_ Help make wedding favors

## Flower Girl – ( 3 – 9 yrs old)

- \_\_\_\_\_ Is escorted by Ringbearer
- \_\_\_\_\_ Carries Flower basket & Sprinkles rose petals

## Mother of the Bride

- \_\_\_\_\_ Consults with Grooms' Mother regarding Mother's Dresses
- \_\_\_\_\_ First in the Receiving line
- \_\_\_\_\_ Helps call guests who have not yet RSVP
- \_\_\_\_\_ Helps compile family guest list
- \_\_\_\_\_ Helps in planning ceremony & reception details
- \_\_\_\_\_ Helps take care of arriving gifts
- \_\_\_\_\_ Helps with seating arrangement
- \_\_\_\_\_ Official hostess at the Reception
- \_\_\_\_\_ Provides family & friends with registry information
- \_\_\_\_\_ Stands in the receiving line

## **Grooms Parents**

- \_\_\_\_\_ Host the Rehearsal Dinner
- \_\_\_\_\_ Mother Stands in the Receiving Line
- \_\_\_\_\_ Call Brides Parents to introduce themselves
- \_\_\_\_\_ Help compile family guest list – (help pay for their side of the family guest)
- \_\_\_\_\_ Offer to share wedding expenses

## **Bestman's Checklist**

- \_\_\_\_\_ Attends rehearsal and rehearsal dinner
- \_\_\_\_\_ Escort and seat Mother of the Bride
- \_\_\_\_\_ Gives fee to the officiant
- \_\_\_\_\_ Helps arrange for transportation for out of town guest
- \_\_\_\_\_ Helps coordinate with other groomsmen
- \_\_\_\_\_ Helps in whatever is needed
- \_\_\_\_\_ Holds wedding ring for the ceremony
- \_\_\_\_\_ Load luggage into car for honeymoon & May also be MC – Master of Ceremony
- \_\_\_\_\_ Offers first toast to Newlyweds
- \_\_\_\_\_ Official Witness to marriage license – must be 18 years old
- \_\_\_\_\_ Oversees Groomsmen & Ushers
- \_\_\_\_\_ Pays for own travel expenses
- \_\_\_\_\_ Pays for own Wedding Attire
- \_\_\_\_\_ Plans Bachelors Dinner or Party
- \_\_\_\_\_ Responsible for returning all tuxedo rentals
- \_\_\_\_\_ Transports the Groom to the Ceremony & helps him get dressed
- \_\_\_\_\_ Takes the newlyweds to airport for their honeymoon

## **Groomsmen's Checklist**

- \_\_\_\_\_ Attends Rehearsal and Rehearsal Dinner
- \_\_\_\_\_ Dances with bridesmaid
- \_\_\_\_\_ Decorate Wedding Limousine/Car
- \_\_\_\_\_ Escort and partner to bridesmaid
- \_\_\_\_\_ Escort guest to their seats
- \_\_\_\_\_ Help Load and unload the wedding gifts
- \_\_\_\_\_ Help plan & contribute to Bachelor party or dinner
- \_\_\_\_\_ Helps Bestman with Bachelor Party
- \_\_\_\_\_ Helps out-of-town guest with transportation from the ceremony to the reception
- \_\_\_\_\_ Can be an Official Witness to marriage license – must be 18 years old
- \_\_\_\_\_ Pays for own travel expenses

## **Ushers Checklist**

- \_\_\_\_\_ Arrive at the ceremony place at least 1 hour before it starts
- \_\_\_\_\_ Bring wedding gifts to Newlyweds home
- \_\_\_\_\_ Brings Flowers & decorations from ceremony location to reception
- \_\_\_\_\_ Escort guests to the pews - Left for the Bride's side and Right for the Groom's' side
- \_\_\_\_\_ Escort guest to their assign reception table
- \_\_\_\_\_ Help clean up ceremony site
- \_\_\_\_\_ Help set up sign in table
- \_\_\_\_\_ Light any candles 15 minutes before the ceremony starts
- \_\_\_\_\_ May pass out wedding programs
- \_\_\_\_\_ Unroll and roll the aisle runner

**Ringbearer – ( 3 –6 yrs old)**

- \_\_\_\_\_ Carries the ring pillow
- \_\_\_\_\_ Escorts the Flower Girl

**Father of the Bride**

- \_\_\_\_\_ Escorts Bride down the aisle
- \_\_\_\_\_ Escorts Bride to the Ceremony
- \_\_\_\_\_ Official Host of the Reception
- \_\_\_\_\_ Officially "gives away" the Bride
- \_\_\_\_\_ Usually pays for Ceremony and Reception
- \_\_\_\_\_ Bids guests farewell & the last person to leave reception