**Maid of Honor's Checklist**

* Helps the bride select bridesmaids’ attire
* Helps address invitations and place cards
* Attends as many prenuptial events as possible
* 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
* Helps with the bride’s gown
* Arranges the bride’s veil and train before the

processional and recessional

* Makes sure 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
* Makes a speech at the reception
* Helps the bride change into her going away clothes
* Takes care of the bride’s gown and accessories

after the reception

* Pays for own wedding attire and transportation

to the wedding

**Bridesmaid's Checklist**

* Assist the Maid of Honor as requested
* Attend as many prenuptial events as possible
* Possibly host or co-host a party or shower (optional)
* 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 gather guests for the first dance, cake cutting,

and bouquet toss

* Participate in bouquet toss, if single
* Look after the couple’s elderly relatives

and/or friends

* Pays for own wedding attire and transportation

to the wedding

**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 (Officiant fee, tips, etc.)

* Makes sure the groom has the marriage license

with him

* Delivers any payment to Officiant, sexton,

and ceremony musician(s), as prearranged

* Enters the sanctuary with the groom
* Takes care of and holds the bride’s wedding ring
* Makes sure all ushers are 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 drives them to their

next destination

**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

receive them if the flowers have not been

delivered to the recipients before hand

* 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

**Groomsmen & Usher's 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 each guest

has taken their seat

* 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)

* 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

* Pay for own wedding attire and transportation

to the wedding

**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

* 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
* Sits in an honored place at parent’s table
* May assist with coordinating vendors
* May host a post-wedding brunch)
* May walk the bride down the aisle

**Father of the Bride's Checklist**

* Hosts an engagement party (the bride’s family

traditionally gets the first opportunity)

* 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 and from

the wedding/reception

* 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

**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

* 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 to her seat by groom
* Escorted out following the wedding party

and the bride’s parents

* Greets guests in the receiving line
* May be announced along with husband

at the wedding reception

* Sits in an honored place at the parent’s table
* Does mother-son dance with groom
* Attends post wedding brunch (if held)

**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

* 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 sear 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

**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 beside the ring bearer
* 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 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

**Ring Bearer's Checklist**

* His attire should be paid for by his family
* Attends the rehearsal although he usually does not

attend the rehearsal dinner

* In the processional, walks beside the flower girl
* Carries either the actual rings or a facsimile of the

rings (often a practical idea), 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 right moment

* Walks with the flower girl in the recessional, directly

behind the bride and groom

* The bride may hire a babysitter or ask one of the

ushers 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