

Arrival Time \_\_\_\_\_ Location \_\_\_\_\_

**Don't Forget List**

- Speech and/or Toast
- Assist Groom and keep him on time
- Ensure car decorations are complete
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Special Notes:

**Wedding Day Duties**

- Assist Groom & keep him on time
- Light candles at ceremony if required
- Seat guests if required
- Escort Bridesmaid
- Give speech and/or toast at Reception
- Assist in gathering Wedding Party for Photographs
- Assist with ceremony and reception as needed
- \_\_\_\_\_
- \_\_\_\_\_

Special Notes:

**Attire Checklist**

- Shirt
- Undershirt
- Pants
- Jacket
- Shoes
- Dress Socks \_\_\_\_\_ (Color)
- Tie
- Cumber bun/Vest
- Handkerchief
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Special Notes:

**Day After Duties**

- Attend and assist with gift opening
- Assist with any clean up and equipment rental returns
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_