

## BEST MAN'S DUTIES

Arrange a stag night.

Assist with clothing hire and arrange collection and return.

Liaise with the ushers and ensure they know what items of their outfit they will need to provide themselves on the day.

Attend the wedding rehearsal.

Organize, oversee and brief the ushers.

Stay with the groom on the eve of the wedding.

Organize umbrellas in wet weather.

Accompany the groom to the ceremony at least 45 minutes before it starts.

Look after the wedding ring(s).

Escort the chief bridesmaid to the reception.

Join the reception receiving line to welcome guests (if he is family).

Take charge of the gift display and arrange delivery following the wedding.

Act as Master of Ceremonies if there is no official Toastmaster.

Make a speech and read telegrams, emails and cards.

## CHIEF BRIDESMAID'S DUTIES

Attend wedding dress fittings and know how to assist the bride with her dress on the day.

Help choose the bridesmaids' outfits and ensure they know what, if anything, they need to organize and purchase themselves.

Rally the adult bridesmaids and keep them informed of their duties.

Organize a fabulous hen party.

Collect any hired outfits and accessories and return after the wedding.

Attend the rehearsal.

Stay with the bride the morning of the wedding and help her dress.

Meet the bride at the ceremony and arrange her dress and veil.

Oversee the bridesmaids, flower-girls and pageboys.

Take the bride's bouquet during the ceremony.

Join the reception receiving line to welcome guests (if she is family).

'Strut her stuff' on the dance floor at the earliest opportunity.

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## USHERS' DUTIES

Help best man organize Stag Night.

Ensure correct clothing on the day (including what you are providing yourself).

Collect hire suit (liaise with best man). Agree to where and when you are to return it.

Arrive at the ceremony at least 45 minutes before it starts for photographs and briefing.

Understand your duties as to seating guests.

Usher with umbrellas if raining.

Distribute buttonholes, corsages and orders of service.

Ensure guests all have transport and directions to the reception.

Clear away orders of service after the ceremony.

Check for items left behind at the ceremony and take to the reception.

Escort bridesmaids to the reception.

Take gifts from guests and place in designated gift area.

Hit the dance floor with enthusiasm and invite singletons to dance.