

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

**Don't Forget List**

- Speech
- Toast for Bride
- Wedding Ring**
- Keep Bride on time
- Bride Emergency Kit
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Special Notes:

**Attire Checklist**

- Dress
- Shoes
- Pantyhose \_\_\_\_\_ (Color)
- Undergarments
- Hairpiece
- Earrings
- Necklace
- Purse
- Gloves
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Special Notes:

**Wedding Day Duties**

- Assist Bride & keep her on time
- Assist with Bride's dress & train throughout day
- Keep bridesmaids organized
- Keep wedding ring secure
- Give speech & toast at Reception
- Assist in gathering Wedding Party for Photographs
- Assist with ceremony & reception
- \_\_\_\_\_
- \_\_\_\_\_

Special Notes:

**Day After Duties**

- Attend and assist with gift opening
- Keep a record of all gifts received and from whom
- Assist with any clean up and equipment rental returns
- \_\_\_\_\_
- \_\_\_\_\_