

Arrival Time _____ Location _____

Don't Forget List

- Speech and/or Toast
- Do not forget **Wedding Ring**
- Keep groom on time
- Ensure car decorations are complete
- _____
- _____
- _____
- _____

Special Notes:

Wedding Day Duties

- Assist Groom & keep him on time
- Escort Maid of Honor
- Keep wedding ring secure
- 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
- Ensure all tuxedo rentals and accessories are collected and returned to rental company
- Assist with any clean up and equipment rental returns
- _____
- _____