

## Grooms Responsibility Card

### Wedding Advice

- Think of what aspects of your wedding you would like to be involved in, what is important to you and let your bride know that you are ready to help. Planning a wedding is not an easy task. Working together will ensure a successful and memorable day for both of you.
- Create your budget and determine who will be responsible for the costs of your wedding. We have created a pre-wedding checklist for the traditional items that you are responsible to pay for. Non-traditionally the best man & groomsmen have been responsible for the costs of their accommodations and wedding attire.
- Choose your Best Man & Groomsmen and outline the "No's" for your Stag night. You wouldn't want to choose someone who will leave you naked and tied to a pole.
- Visit potential reception venues together.
- Help your Bride/family compile the guest list.
- Help choose the Photographer, music, and Disc Jockey together.
- Many details of wedding may not seem important to you however they are integral to the success of your wedding.
- Start preparing your wedding speech.
- Choose your honeymoon destination and get your passports at least 6 months in advance. You may choose this destination together or keep it as a surprise. If the destination is tropical check for any inoculations that you need.
- Traditionally the bride receives a gift from the groom the night of/before or on the morning of the wedding.
- Enjoy yourself and Relax! And get plenty of rest! You will need it.

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### Pre-Wedding Checklist

- Help plan and coordinate engagement party
- Plan rehearsal dinner with your parents
- Send out rehearsal dinner invitations
- Groomsmen gifts / Attendants/
- Schedule a hair cut / manicure / pedicure
- Marriage licence
- Officiant's fee
- Groom's Attire / Best Man / Groomsmen
- Boutonnieres for yourself & wedding party
- Boutonnieres for yourself & wedding party
- Corsages for mothers and grandmothers
- Gifts for your parents
- Accommodations -out-of-town wedding party
- Help Bride with any tasks and errands
- Be available for all fittings
- Plan honeymoon - update/order passports
- Choose Wedding day transportation
- Purchase Brides gift if exchanging
- Prepare Wedding speech
- Car decorations & decorate vehicles
- Purchase wedding ring
- Prepare Payment envelopes for vendors
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Duties For Wedding Day

- Speech
- Groomsmen gifts / Attendants
- Ensure car decorations are completed
- Officiant's fee
- Marriage licence
- Wedding ring to be given to the Best Man
- Payment envelopes for vendors
- Arrive at \_\_\_\_\_ to ceremony location
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Special Notes:

# Best Man Responsibility Card

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### Wedding Advice

- Let the Groom know that you are ready to help. Planning a wedding is not an easy task. You are an important part of his special day. You will be his confidant, counsellor, and problem solver. He is depending on you to help ensure his wedding is a successful and memorable day for everyone.
- If it were you getting married how would you like your Best Man to be? Put yourself in his shoes.
- Assist in anyway that you can and be the Best Man you can.
- Help make his day as stress free as possible. What the Groom doesn't know doesn't need to know until after his honeymoon.
- If funds are an issue, discuss your concerns with the Groom.
- Starting preparing your speech.
- Coordinate Groomsmen and fittings for the Groom.
- This is his one day he will remember forever and he chose you to be part of it. Congratulations, what an Honor!

### Special Notes:

### Pre-Wedding Checklist

- Assist in planning & financing Stag
- Assist groom with rehearsal dinner
- Attend rehearsal / rehearsal dinner
- Schedule a hair cut / manicure / pedicure
- Pay for wedding attire / shoes / accessories
- Provide measurements for tuxedo rentals
- Assist Groom with tuxedo rentals
- Attend all pre-wedding parties if possible
- Purchase Wedding gift
- Prepare Wedding speech
- Help Groom with any tasks and errands
- Pay for accommodations and travel
- Assist in decorating vehicles
- Prepare a GROOMS SURVIVAL KIT
- Be available for any pre-wedding meetings
- Other \_\_\_\_\_

### The Wedding Day Checklist

- Speech
- Wedding gift
- Ensure car decorations are completed
- Keep Groom on time
- Grooms luggage is in the car
- Make sure** you have the wedding ring
- You have the Officiant's fee and all other payment envelopes that need to get handed out.
- Make sure** you have the marriage licence

### Duties For the Wedding Day

- Arrive early to assist the Groom.
- Make sure the Groom has everything on his checklist.
- Keep Groom on time.
- Support the Groom as he is probably a bundle of nerves.
- Drive to Ceremony site with Groom.
- Give payment to the Officiant
- Escort Bridesmaid during the recessional.
- Hand wedding ring when needed.
- Stand in receiving line.
- Ensure ceremony site is cleared of all decorations and left behind ceremony programs.
- Assist in gathering Bridal Party for Photographs.
- Dance with Maid Of Honor and other important guests.
- Hand out payment envelopes.
- Transport Newlyweds to their destination - Honeymoon suite or airport.
- Return to the reception and help where needed as the night ends.

### The Day after

- Arrive early to Gift opening and help the hostess where needed and have a great time!
- Collect tuxedo rentals and accessories and return to rental company on the next business day.

# Groomsman Responsibility Card



## Wedding Advice

- Let the Groom know that you are ready to help. Planning a wedding is not an easy task. You are an important part of his special day. You will be his confidant, counsellor, and problem solver. He is depending on you to help ensure his wedding is a successful and memorable day for everyone.
- If it were you getting married how would you like your Groomsman to be? Put yourself in his shoes.
- Assist in anyway that you can and be the best Groomsman you can.
- Assist the Best Man.
- Help make his day as stress free as possible. What the Groom doesn't know doesn't need to know until after his honeymoon.
- If funds are an issue, discuss your concerns with the Groom.
- This is his one day he will remember forever and he chose you to be part of it. Congratulations, what an Honor!

### Special Notes:

## Pre-Wedding Checklist

- Assist in planning & financing Stag
- Assist groom with rehearsal dinner
- Attend rehearsal / rehearsal dinner
- Schedule a hair cut / manicure / pedicure
- Pay for wedding attire / shoes / accessories
- Provide measurements for tuxedo rentals
- Attend all pre-wedding parties if possible
- Purchase Wedding gift
- Prepare Wedding speech
- Help Groom with any tasks and errands
- Pay for accommodations and travel
- Assist in decorating vehicles
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## The Wedding Day Checklist

- Speech
- Wedding gift
- Ensure car decorations are completed
- Keep Groom on time
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## Duties For the Wedding Day

- Arrive early to assist the groom and Best Man.
- Keep Groom on time.
- Arrive early to the ceremony venue to seat guests and assist where you can.
- Light candles if required.
- Support the Groom as he is probably a bundle of nerves.
- Escort Bridesmaid during the recessional.
- Direct guests to the reception venue and hand out map cards where needed.
- Ensure ceremony site is cleared of all decorations and left behind ceremony programs.
- Assist in gathering Bridal Party for Photographs.
- Dance with Bridesmaid and other important guests.

## Ceremony Seating Arrangements

Bridesmaids      Bride & Groom      Groomsman

Left	Right
Immediate Family	Immediate Family
Brides Family	Grooms Family
Brides Family	Grooms Family
Brides Guests	Grooms Guests

All other Guests

Special Note: Ask politely if they are from the Bride or Grooms side. The Bride and Groom will let you know where to seat any special guests. Seat the elderly first if part of a group and always escort females on the right side. Smile and have a great time!

# Maid Of Honor Responsibility Card

## *Directory For Weddings.com*

### Wedding Advice

- Let the Bride know that you are ready to help. Planning a wedding is not an easy task. You are a very special and important part of her special day. You will be her confidant, counsellor, and problem solver. She is depending on you to help ensure her wedding is a successful and memorable day for everyone.
- If it were you getting married how would you like your Maid Of Honor to be? Put yourself in her shoes.
- Assist in anyway that you can and be the best Maid Of Honor you can be.
- Help make her day as stress free as possible. What the Bride doesn't know doesn't need to know until after her honeymoon.
- A Maid Of Honor needs help to, so don't be afraid to depend on the Bridesmaids for assistance. You might choose to co-host and share the responsibilities equally.
- If funding is an issue, be sure to discuss this with your Bridesmaids.
- This is her one day she will treasure forever and she chose you to be part of it. Congratulations, what an Honor!

### Special Notes:

### Pre-Wedding Checklist

- Host Bridal Shower & record gifts
- Plan and finance Staggette
- Give measurements for your dress
- Attend all pre-wedding parties if possible
- Book appointment for Hair and nails
- Pay for your dress/shoes/purse and jewellery
- Pay for accommodation and transportation
- Purchase gifts for Bridal Shower & Wedding
- Prepare BRIDAL EMERGENCY KIT
- Assist Bride with wedding invitation & favors
- Prepare a Wedding toast for the Bride
- Assist Bride with any tasks and errands
- Attend Bridal Shows with / on behalf of Bride
- Attend rehearsal /rehearsal dinner
- Assist Bride with choosing her bridal gown
- Assist with choosing bridesmaid dresses
- Attend Gift opening & record gifts
- Help decorate the reception hall if needed
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### The Wedding Day Checklist

- Toast for Bride
- Wedding gift
- Grooms ring
- EMERGENCY KIT /& Make-up kit
- Ensure the Brides Luggage is in the car

### Duties for the Wedding Day

- Help Bride get dressed and ready.
- Keep Bride on schedule
- Always assist the Bride with her dress while getting in/out of the vehicle.
- Organize Bridesmaids at the church
- Arrange the Brides veil and dress before she walks down the aisle.
- Hold the Brides bouquet while vows are taking place and while she signs the register. Return when motioned.
- Hold Grooms ring if not being carried by the ring Bearer.
- Signs the register as an official witness.
- Stand to the left of the groom in the receiving line.
- Help photographer gather group shots as per the Bride and Groom requests.
- Serve as an auxiliary hostess.
- Be available anytime the Bride needs you.
- Dance with the Best Man for bridal party dance.
- Brides Toast.
- Participate in the bouquet toss if single
- Help Bride change out of her wedding dress into her going away outfit before she leaves the reception.
- Enjoy yourself! The Bride wants you to have fun to.
- Check with the hostess/host and assist where needed as the night ends
- Ensure the brides wedding gown is safely returned home.

### The Next Day

- Arrive early to the gift opening and assist the hostess/host.
- Write down all gifts and who from.

# Bridesmaid Responsibility Card

## *Directory For Weddings.com*

### Wedding Advice

- Let the Bride know that you are ready to help. Planning a wedding is not an easy task. You are a very special and important part of her special day. You will be her confidant, counsellor, and problem solver. She is depending on you to help ensure her wedding is a successful and memorable day for everyone.
- If it were you getting married how would you like your Bridesmaid be? Put yourself in her shoes.
- Assist in anyway that you can and be the best Bridesmaid you can be.
- Help make her day as stress free as possible. What the Bride doesn't know doesn't need to know until after her honeymoon.
- If funds are an issue, discuss your concerns with the Bride.
- This is her one day she will treasure forever and she chose you to be part of it. Congratulations, what an Honor!

### Special Notes:

### Pre-Wedding Checklist

- Give measurements for your dress
- Assist Maid Of Honor for Bridal Shower
- Help plan and finance Stagette
- Attend all pre-wedding parties if possible
- Book appointment for Hair and nails
- Pay for your dress/shoes/purse and jewellery
- Pay for accommodation and transportation
- Purchase gifts for Bridal Shower & Wedding
- Help Maid Of Honor prepare EMERGENCY KIT for the wedding day
- Assist Bride with wedding invitations / favors
- Prepare a Wedding toast for the Bride
- Assist Bride with any tasks and errands
- Attend Bridal Shows with /on behalf of Bride
- Attend rehearsal / rehearsal dinner
- Assist Bride with choosing her bridal gown
- Assist with choosing bridesmaid dresses
- Prepare Wedding toast
- Attend Gift opening if possible
- Help decorate the reception hall if needed
- Pay for beauty services the day of.

### The Wedding Day Checklist

- Toast for Bride
- Wedding gift
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Duties for the Wedding Day

- Help Bride get dressed and ready.
- Keep Bride on schedule
- Always assist the Bride with her dress while getting in/out of the vehicle.
- Arrange the Brides veil and dress before she walks down the aisle.
- Stand to the left of the Groomsman in the receiving line.
- Be available anytime the Bride needs you.
- Dance with the Groomsman for bridal party dance.
- Brides Toast.
- Participate in the bouquet toss if single
- Help Bride change out of her wedding dress into her going away outfit before she leaves the reception.
- Enjoy yourself! The Bride wants you to have fun to.
- Check with the hostess/host and assist where needed as the night ends.

### The Next Day

- Arrive early to the gift opening and assist the hostess/host.

### Special Notes:

## Flower Girl Responsibility Card

# *Directory For Weddings.com*

### Wedding Advice

- Your child is an important part of their special day and her youth will be forever preserved and remembered for years to come.
- She can attend all pre-wedding parties however it is not a requirement.
- If she is very young she can sit with parents during ceremony.
- If funds are an issue discuss with the Bride & Groom.
- This is one day they will remember forever and chose your child to be part of it. Congratulations, what an Honor!

Special Notes:

### Pre-Wedding Checklist

- Provide measurements for dress
- Schedule a hair appointment
- Pay for wedding attire / shoes / accessories
- Attends Rehearsal / rehearsal Dinner
- Attend all pre-wedding parties
- Pay for accommodations and travel
- Attends Reception
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Duties For the Wedding Day

- Arrive 1 hour early to the ceremony site
- Parents to assist where needed.
- Precedes the Bride and Father in the Processional.
- Holds a bouquet or scatters flowers in the Brides Path.
- Be available for any Bridal Party Photographs.

## Ring Bearer Responsibility Card

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### Wedding Advice

- Your child is an important part of their special day and his youth will be forever preserved and remembered for years to come.
- He can attend all pre-wedding parties however it is not a requirement.
- If he is very young he can sit with parents during ceremony.
- If funds are an issue discuss with the Bride & Groom.
- This is one day they will remember forever and chose your child to be part of it. Congratulations, what an Honor!

Special Notes:

### Pre-Wedding Checklist

- Provide measurements for wedding attire
- Schedule a hair cut
- Pay for wedding attire
- Attends Rehearsal / rehearsal Dinner
- Attend all pre-wedding parties
- Pay for accommodations and travel
- Attends Reception
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Duties For the Wedding Day

- Arrive 1 hour early to the ceremony site
- Parents to assist where needed.
- Precedes the Flower Girl/Girls in the Processional.
- Holds the Ring Pillow.
- Be available for any Bridal Party Photographs.

# Father Of The Bride Responsibility Card

## *Directory For Weddings.com*

### Wedding Advice

- Let the Bride know that you are ready to help. Planning a wedding is not an easy task. You are an important part of her special day.
- Assist in anyway that you can and by being involved it can strengthen your relationship/bond that you have already. If your relationship is rocky then this is a great time to start, however do not expect to be best friends overnight.
- Traditionally you propose the first toast at the rehearsal dinner.
- You will probably assist with the budget if you are footing some or all of the wedding. Your input, suggestions, advice and wisdom is really appreciated however keep in mind that this is her wedding, If funds are an issue, discuss your concerns with your daughter.
- You will serve as the official host at the ceremony and reception.
- Your proudest moment is when you give your daughter away to the Groom. Traditionally you lift the Brides veil and give her a kiss. Shake the hand of the groom and then proceed to sit down.
- If funds are an issue, discuss your concerns with your daughter.
- This is one day you will both cherish forever.

### Special Notes:

### Pre-Wedding Checklist

- Provide measurements for tuxedo rentals
- Attend Engagement Party
- Assist with guest list
- Attend rehearsal / rehearsal dinner
- Prepare toast for rehearsal dinner
- Schedule a hair cut / manicure / pedicure
- Pay for wedding attire / shoes / accessories
- Attend all pre-wedding parties if possible
- Purchase Wedding gift
- Prepare Wedding toast for reception
- Help Bride with any tasks and errands
- Pay for accommodations and travel
- Practice father daughter dance
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### The Wedding Day Checklist

- Wedding Toast
- Wedding gift
- Keep Bride on time
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Duties For the Wedding Day

- Escort Bride to ceremony site
- Keep Bride on time.
- Support the Bride as she is probably a bundle of nerves.
- Photos will be taken as you arrive / exit the vehicle at the ceremony site.
- Escort Bride down the aisle on the right side.
- Give away Bride to the Groom/Minister
- Stands to the left of the Bride in the receiving line.
- Be available for Bridal Party Photographs.
- Acts as host at reception reception.
- Dance with your daughter on the second dance.
- Dance with Wife / Bridesmaids and other important guests.
- Helps gather gifts.
- You are the last person that leaves the reception.

### The Next Day

- Delivers gifts to Gift Opening and assists host/hostess.
- Or holds gifts till the newlyweds return from their honeymoon.

## Mother Of The Bride Responsibility Card

# Directory For Weddings.com

### Wedding Advice

- Let the Bride know that you are ready to help. Planning a wedding is not an easy task. You are an important part of her special day.
- Assist in anyway that you can and by being involved it can strengthen your relationship/bond that you have already. If your relationship is rocky then this is a great time to start, however do not expect to be best friends overnight.
- You will probably assist with the budget if you are footing some or all of the wedding. Your input, suggestions, advice and wisdom is really appreciated however keep in mind that this is her wedding, If funds are an issue, discuss your concerns with your daughter.
- You will serve as the official hostess at the ceremony and reception.
- Choose the Mother Of The Bride Outfit that compliments your daughters gown and the wedding party.
- Traditionally once you choose your wedding attire you would contact the mother of the Groom to let her know your color selection. Non-traditionally who ever purchases first calls the other. General rule of thumb is that the mother who is footing the bill gets to have first choice.
- Have your make-up bag for touch-ups.
- This is one day you will both cherish forever.

### Special Notes:

### Pre-Wedding Checklist

- Pay for wedding attire / shoes / accessories
- Attend Engagement Party
- Assist with guest list
- Attend rehearsal / rehearsal dinner
- Schedule a hair cut / manicure / pedicure
- Assist Bride with Gown and accessories
- Attend Bridal Shows / on behalf of Bride
- Attend all pre-wedding parties if possible
- Purchase Wedding / Bridal Shower gift
- Records all pre-wedding gifts
- Help Bride with any tasks and errands
- Pay for accommodations and travel
- Assists in accommodations for guests
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### The Wedding Day Checklist

- Wedding gift
- Kleenex
- Guest Book and candles
- Wedding gift
- Make-up Bag
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Duties For the Wedding Day

- Arrive at the ceremony site 1 hour in advance to help set up and ensure all tasks are completed.
- Support the Bride as she is probably a bundle of nervous.
- You will be the last seated by an attendant.
- Stands to the left of your husband /Bride in the receiving line.
- Be available for Bridal Party Photographs.
- Acts as Hostess at reception.
- Dance with groom on the second dance.
- Dance with Husband, Bridal Party and other important guests.
- Helps gather gifts.
- You are the last person that leaves the reception.

### The Next Day

- Helps deliver gifts to Gift Opening and assists host/hostess.
- Or holds gifts till the newlyweds return from their honeymoon.

## Mother & Father Of The Groom Responsibility Card Wedding Advice

- Let the Bride & Groom know that you are ready to help. Planning a wedding is not an easy task. You are an important part of their special day.
- Traditionally the Grooms parents do not have much to do.
- You will probably assist with the budget if you are footing some or all of the wedding. Your input, suggestions, advice and wisdom is really appreciated however keep in mind that this is their wedding, If funds are an issue, discuss your concerns with your son.
- Choose an outfit that compliments the Mother Of The Bride and Bridal Party.
- Traditionally the Mother Of The Bride purchases her wedding attire first then contacts you with her color selection. Non-traditionally who ever purchases first calls the other. General rule of thumb is that the mother who is footing the bill gets to have first choice.
- Have your make-up bag for touch-ups.
- This is one day you will both cherish forever.

### Special Notes:

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## Pre-Wedding Checklist

- Pay for wedding attire / shoes / accessories
- Plan & finance Engagement Party
- Assist with guest list
- Attend rehearsal / rehearsal dinner
- Schedule a hair cut / manicure / pedicure
- Pay for Boutonnieres and corsages for your immediate family
- Attend Bridal Shows / on behalf of Bride
- Attend all pre-wedding parties if possible
- Purchase Wedding / Bridal Shower gift
- Provide measurements for tuxedo
- Help Bride with any tasks and errands
- Pay for accommodations and travel
- Assists in accommodations for guests
- Provides toast to Bride at rehearsal party
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## The Wedding Day Checklist

- Wedding gift
- Kleenex
- Make-up Bag
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## Duties For the Wedding Day

- Arrive at the ceremony site 1 hour in advance to help set up and ensure all tasks are completed.
- You will be seated by an attendant.
- Stands to the right of the Groom in the receiving line.
- Be available for Bridal Party Photographs.
- Make a Bridal Toast
- Father to Dance with Bride on the second dance.
- Dance with Husband, Bridal Party and other important guests.

## The Next Day

- Attends the Gift Opening and assists host/hostess.