

Best Man Duties

~ Detailed Checklist ~



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Dear Best Man,

Congratulations!

It's a huge honor to be chosen as Best Man by the groom and shows how much he values your friendship and advice.

Your main duties will primarily include assisting the groom to make his wedding a very special day.

You'll be an organizer, host, helper, advisor, and best friend, among other things.

You'll also be responsible for attending to a number of details - including last minute details - for the groom before, during, and after the wedding.

Your Best Man duties will begin by being aware of the wedding details.

You'll want to know names of key people including the wedding planners, wedding party, and key service providers, times of events, dates the events will be held, locations of events, and the bride and groom's honeymoon plans after the wedding.

As well, keep a list of phone numbers in case you need to contact anyone in an emergency.

You'll also want to know what is expected of you as Best Man.

Here is a detailed list of **Best Man duties and responsibilities...**

Engagement Party

1. Attend the engagement party if you're invited.

Wedding Planning

1. Assist the groom as he chooses his tuxedo, formal wear, or semi-formal wear for the wedding.
 - If it's a beach wedding the attire may be less formal - casual clothing and sandals, for example.
- 1b. Select your own tuxedo or attire for the wedding.
 - Go for fittings and alterations, if required.
2. Organize and host the bachelor party or dinner.
 - It's time for fun! Ensure your guests act responsibly and have a designated driver.
 - Keep an eye on the groom during the festivities.
 - Be discreet about what goes on at the bachelor party.
 - Groomsmen (and other attendees) contribute to cost of party or dinner.

Tip: While traditionally the bachelor party is held just before the wedding, plan it a week or so before the wedding so the groom isn't hung over or late for the wedding ceremony.

3. Coordinate the groomsmen, appoint ushers, and assign them their duties.
 - Advise ushers of special seating arrangements for the wedding ceremony.
 - Get seating plan from wedding planners, if necessary
 - Traditionally the bride's family is seated to the left and the groom's family to the right.
4. Buy the bride and groom's [wedding gift](#).
 - This is your personal gift to the bride and groom.
- 4b. Buy the groom's [wedding gift](#) which will be presented from the groomsmen.
 - The groomsmen contribute to paying for this wedding gift.
5. Assist the groom in arranging accommodation for out-of-town groomsmen.
 - Find out who needs accommodation and what their budget is.
6. Coordinate honeymoon plans with groom (transportation and luggage).
 - You'll need to know the honeymoon plans since you'll be helping the newlyweds leave on their honeymoon after the wedding reception.
7. Arrange the newlywed's departure after the wedding reception (decorated car or limousine).
 - If you're decorating the "Just Married" car, arrange to buy decorating supplies.
8. Participate in any pre-wedding events.
 - It's a growing trend to make a weekend of the festivities leading up to the wedding ceremony. So be prepared to join in the fun whether it's golf ...lunches...dinners... pubs | taverns...or other events.
9. Check out the wedding ceremony and wedding reception venues.
 - Check out parking facilities in particular if you're driving the groom to the wedding ceremony.
10. Ensure the groom (and bride) have necessary documents, passports, visas, vaccinations for honeymoon.
11. Ensure the groom has applied for the marriage license.
12. Remind groom to buy special wedding day gift for his bride-to-be.

Wedding Rehearsal - Wedding Rehearsal Dinner

1. Attend the wedding rehearsal.
 - Stay alert since you may have to help organize things on the wedding day.
2. Attend the wedding rehearsal dinner and give a Best Man toast.

- You might also want to give a short [Best Man Speech](#) before your toast.

Before Wedding Day

1. Clean, polish, and vacuum the wedding car if a limousine is not being used.
2. Decorate the wedding car.
 - Groomsmen (and bridesmaids) to help with decorating.
3. Ensure the groom has packed the necessary travel documents - passport, visa, travel tickets, hotel information.
4. Have honeymoon luggage ready and assembled for wedding car or limousine.

Wedding Day - Wedding Ceremony Preparations - Wedding Ceremony Venue

1. Take the groom's special gift to the bride-to-be as she is preparing for the wedding ceremony.
 - Many grooms have a special gift for their bride-to-be on the day of the wedding. Since it is traditional that the groom doesn't see his bride-to-be before the wedding ceremony, your task as Best Man will be to deliver the special gift on his behalf.
2. Ensure you have the bride's ring!
 - You might be asked to hold both the bride's wedding ring and the groom's wedding ring for safekeeping.
 - If there is a ring bearer, the ring bearer will hold the wedding rings.
3. Drive - or accompany - the groom to the wedding ceremony venue.
 - Ensure he gets to the wedding venue on time! (Allow for traffic delays.)
 - Ensure he has the marriage license with him.
4. Organize ushers and make sure they're ready to escort wedding guests to their assigned seats.
 - Ensure groomsmen are dressed appropriately and their wedding attire is coordinated.
5. Stand next to the groom at the altar.
 - Have a clean, pressed handkerchief readily available in case it's needed by the groom.
 - Ensure cell phones (yours, groom's, and groomsmen's) are turned off.
6. Hand the bride's wedding ring to the groom just before the wedding vows are exchanged.
7. Escort the maid of honor during the recessional following the wedding ceremony.

8. Sign the marriage license as a witness.
9. Discreetly distribute any payments on behalf of the bride and groom to the wedding officiant and the church organist (if the wedding is held in a church). (Groom to provide you with envelopes containing money or check.)
10. Drive the newlyweds to the wedding reception if they're not going in a limousine.

Wedding Day - Wedding Reception

1. Act as Wedding MC and perform the Wedding MC Duties at the wedding reception if there is no formal Wedding MC.
 - > Click the following link for the FREE [Wedding MC Speech Guide](#) (includes source for funny Wedding MC Jokes, top 6 questions Wedding MC's ask, and more.)
 - Co-ordinate your Wedding MC Duties with the wedding planners.
- 1b. If you're not acting as the Wedding MC, you may be required to be in the receiving line at the wedding reception.
 - You will also sit at the head table.
- 1c. If there is no formal Wedding MC, you might be asked to read out telegrams from family and friends who were unable to attend the wedding.
2. Give a Best Man's Speech and Toast at the wedding reception.
 - > Click the following link for the FREE [Best Man Speech Guide](#) (includes source for funny Best Man jokes and one-liners, pre-prepared Best Man Speech templates, Bachelor Party Ideas, and more.)
 - Know the [Order of Wedding Speeches and Toasts](#) - usually advised by the wedding planners.
 - It's customary to give a short speech and toast on behalf of the bridesmaids although this is entirely optional and up to the wedding planners.
3. Mingle with the wedding guests and participate in the dancing and other festivities.
 - It's customary to dance with the maid of honor, bridesmaids, bride, and bride and groom's mothers.
4. Help organize groomsmen for the official wedding photographs.
5. Give the bride and groom their wedding gift. (You can do this before the wedding day if you wish.)
6. Discreetly distribute any payments on behalf of the groom to the DJ or musicians, other entertainers, and vendors, if necessary. (Groom to provide you with envelopes containing money or check.)
7. Arrange for the groom's parents to have a few private moments with the groom before he leaves on his honeymoon.

8. Arrange for the decorated wedding car or limousine to be ready (and packed with the honeymoon luggage) for the newlywed's departure from the wedding reception.
9. Drive the newlyweds to the hotel or airport after the wedding reception.
 - Drink sparingly and responsibly and stay sober during the wedding reception. (Alternatively, have a designated driver or hire a limousine and driver if you've had too much to drink. Above all, don't drink and drive while under the influence!)

After The Wedding

1. Return rented formal wear - including groom's attire - after the wedding.
2. Hold onto any last minute gifts or envelopes for the bride and groom, if requested to do so, until they return from their honeymoon.
3. Take wedding gifts to bride and groom's residence, if requested to do so.

Expenses

1. Rental or purchase of wedding attire including accessories.
2. Wedding gift for bride and groom.
3. Wedding gift for groom from groomsmen (shared with groomsmen).
4. Travel, accommodation, and miscellaneous expenses.
5. Bachelor party expenses (shared with groomsmen and others party members, except the groom.)

Remember: It's an honor to perform your Best Man duties.

And it's a time for fun and good times with people who are close to you.

So carry out your Best Man duties with diligence, cheerfulness, and efficiency to make the wedding day a very special event for both the bride and groom.

I wish you every success in your Best Man Duties!

~ The Wedding Speaker ~

P.S. Be sure to download your copy of the [Best Man Speech Guide](#) and the [Wedding MC Speech Guide](#) if you're also the Wedding MC.



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