

# 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...dinner... 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](#) (affiliate) 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!*

Mark Livingston

**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.

**A Special Note If You're BOTH  
The Best Man And The Wedding MC...**

**PPS.** If you're both the Best Man and Wedding MC you know that you'll have to do more than follow an agenda. As Wedding MC you'll also be an entertainer...

**How To Turn An "Ordinary" Wedding Reception  
Into A FUN and Memorable Event  
Even If You're A Novice Wedding MC**

*Highly Recommended!*

The wedding reception will be a live performance. You'll have only one chance to do everything right. There won't be any "second takes."

And the last thing you want to do is disappoint the bride and groom on their special day by being unprepared.

If you don't know what to do...what to say...or how to prevent the reception from turning into an embarrassing disaster...and you're looking for guidance that walks you through the important steps of the Wedding MC's duties, then check out [\*How To Be A FUN Wedding MC\*](#).

It's a complete package of Wedding MC duties and responsibilities with checklists, procedures, audience participation games, and word-for-word scripts that even tell you what to say!

You'll have at your fingertips...

>> A Quick Start Guide that gets you up to speed fast

>> **Detailed Checklists and Worksheets to ensure you don't forget important - even vital - duties and responsibilities**

>> A Sample Wedding Reception Agenda or Run Sheet - your critical outline to ensure the reception runs smoothly from start to finish

>> **The MC's Opening | Welcoming Speech to warm up the wedding guests, create a celebratory atmosphere, and heighten the anticipation of the bride and groom's arrival**

>> Audience participation games that heighten the mood and make the reception a FUN time

>> **Entertainment Ideas to keep the wedding guests laughing, entertained, and enjoying themselves**

>> Word-for-Word Scripts to help you introduce - and smoothly transition into - different events throughout the reception

>> **Amusing telegrams to entertain the guests with**

>> And much, much more.

**PLUS, you'll get 5 Exclusive FREE Bonuses...**

>> **Exclusive Bonus #1 - Wedding MC's Secret List Of FUN Ideas**

The Wedding MC's Secret List of FUN Ideas is a select group of super-powerful party and entertainment ideas that help you elevate a normal wedding reception to a memorable event.

>> **Exclusive Bonus #2 - Wedding MC's Secret To Creating A FUN Wedding Reception**

In this concisely written report, you'll discover the 6 Key Areas that have the greatest impact for creating an amazing reception and a fun celebration.

>> **Exclusive Bonus #3 - The Complete Step-by-Step Blueprint Of The Highly Entertaining "Just Married" Game**

The "Just Married" game is a popular and highly entertaining game enjoyed by the wedding guests and you'll have a step-by-step blueprint on how to organize it to make it even more fun.

>> **Exclusive Bonus #4 - A Sample Skit You Can Modify And Use As Part Of The Wedding Reception Entertainment**

This short skit is sure to get your "creative juices" flowing and boost the "fun factor" at the wedding reception.

Use it, modify it, or create your own skit from the ideas you'll get in this delightful fairytale that's sure to get some laughs.

>> **Exclusive Bonus #5 - Sample Wedding Reception Agendas or Run Sheets**

I've included 5 MORE sample Wedding Reception Agendas or Run Sheets to model your own Wedding Agenda after - whether it's a short afternoon reception or a long evening reception.

**[How To Be A FUN Wedding MC](#)** helps you avoid the traps that many novice wedding emcees fall into.

You'll have an entire step-by-step blueprint of wedding party details, reception procedures, order of speeches and toasts, introductions, **as well as super-powerful ideas on how to make the wedding reception a FUN and memorable time for the bride and groom.**

When you're standing in front of 50...100...200...or more wedding guests I'm confident you'll be glad you have *How To Be A FUN Wedding MC* as your guide.

Do yourself a favor and click on the following link right now to find out more about **[How To Be A FUN Wedding MC](#)**.

(And, of course, it comes with a 100% satisfaction, money-back guarantee so there's no risk to you.)

