

Maid of Honor Duties

BEFORE THE WEDDING DAY

- ☐ Be available for the bride at all times
- ☐ Be with her when she chooses her wedding dress – she will need your advice and opinion
- ☐ Attend her dress fittings
- ☐ Help her find suppliers and vendors for the wedding and go with her to meetings and appointments with them
- ☐ Help her to address envelopes or get the e-mail addresses of guests to e-mail invitations. Alternatively, you can help her set up a wedding website for the wedding.
- ☐ Go with her to cake and menu tastings
- ☐ Help her stick to her budget!
- ☐ Assist her in handling suppliers and vendor contracts
- ☐ Manage the bridal party – delegate tasks where needed, help them choose and buy outfits and accessories, organize accommodation for wedding party members who live far away, organize hair and make-up trials and bookings for the women, transport, etc.
- ☐ Help the bride to trial and book her hair and make-up artists
- ☐ Help her to pick accessories and wedding attire like shoes and her veil
- ☐ Help her to manage the guest RSVPs and guest list
- ☐ Research things for her if necessary

- ☐ Be the information point – know all the fine details of the wedding as well as the registry in case guests want to know something
- ☐ Help to host a bridal shower and bachelorette's party for the bride
- ☐ Assist in organizing the engagement party and rehearsal dinner
- ☐ Help the bride to confirm bookings – make a master checklist to ensure that nothing has been left out

ON THE WEDDING DAY

CEREMONY

- ☐ See that the bride eats a decent breakfast and that she stays hydrated
- ☐ Memorize the wedding day schedule and all the details – also make copies for everyone who needs to be on schedule for something, like the bridal party and suppliers or vendors
- ☐ Have a bridal emergency kit ready for the bride, just in case
- ☐ Make sure that you have all of the vendors' and suppliers' contact details at hand, also have backup suppliers and vendors in place
- ☐ Make sure the bride is comfortable and calm, and hydrated!
- ☐ Get ready with the bride and bridal party – make sure all of the bridesmaids are on schedule with their hair and make-up

- ☐ Escort the bride to her father before the ceremony begins
- ☐ Arrange the bride's veil and train before she walks down the aisle
- ☐ Make sure all of the wedding party members are present and ready to walk
- ☐ Make sure that the bride has a small purse with necessities like lip-gloss and tampons, etc. – this should be with the bride's mother
- ☐ Hold the bride's bouquet when the bride and groom are exchanging vows
- ☐ Hold the groom's ring and give it to the bride when they are ready to exchange rings
- ☐ Make sure that the unity candles or sand are in place and ready – ensure that there is a lighter or matches
- ☐ If required, sign the register as a witness with the best man
- ☐ Make sure that the bride and groom are ready to walk out and be met by confetti and guests
- ☐ The wedding party members should be paired up when walking out (guests should already be outside) – a bridesmaid with a groomsman, mother and father of the bride and mother and father of the groom, together with the maid of honor and best man, with the bride and groom following last
- ☐ Leave with the bridal party for the photo session during cocktail hour – check that all wedding party members are there

RECEPTION

- ☐ Get ready to be announced with the best man upon entering the reception venue
- ☐ Assist the bride when she sits down at the bridal table
- ☐ Ask the bride and groom if you and a bridesmaid or the best man can dish up for them if it is a buffet dinner – most bridal couples prefer to dish up their own dinner though
- ☐ Help the bride in the restroom – hold her dress when she goes to the toilet and help her to touch up her make-up – this is where the purse comes in handy
- ☐ Help the bride with her train and veil before she dances – most wedding dresses have a tiny button at the back on which you can lift up and fasten the train of the dress. If it doesn't have one or it broke, make sure you have a bunch of safety pins with you and fix it in the bathroom
- ☐ Encourage other members of the bridal party to keep the dance floor busy
- ☐ Don't forget to have fun!