

Usher Duties Checklist

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Pre Rehearsal

- Make sure to pick up the attire, tux, or suits that follow the dress code and wedding protocol. Find the right fit and sizes for the outfit.
- Do a quick meet-up with everyone who is going to be involved with the wedding.

The Rehearsal

- Attend the rehearsal on time.
- Assist the best man in giving the groom the best possible experience he could have.
- Write down any instructions given during the rehearsal.
- If possible, remember the names and faces of those on the VIP list

The Wedding Day

- Be at the wedding venue at least one hour before the ceremony begins
- Stand at the door and hand out the order of service.
- Check for any last-minute requests.
- Assist and direct the guests to their seating when they arrive
- Lend extra help to elderly guests, especially if they come alone or without their children.
- When the bride has arrived, quickly inform the groom, the pianist, and the choir.
- Make sure the guests have something to drink.
- Make sure that all wedding gifts are properly arranged.
- Be prepared to close the doors after the bride has walked down the aisle.
- Check the wedding venue and parking lot to make sure that nothing is left behind.

After The Wedding

- Make sure to pick up the attire, tux, or suits that follow the dress code and wedding protocol. Find the right fit and sizes for the outfit.
- Do a quick meet-up with everyone who is going to be involved with the wedding.