

bantered*

BEST MAN. CLEAR PLAN.

Use the jobs you agreed. Cross out anything that belongs to someone else.

Add actual dates and follow the ceremony team and supplier instructions.

Wedding / couple: _____

Date: _____

BEFORE

OWNER / DATE

- ☐ Agree responsibilities and who shares them.
- ☐ Confirm dates and raise any clashes.
- ☐ Agree budgets and who pays before booking.
- ☐ Confirm bookings and supplier deadlines.
- ☐ Draft, time and rehearse the speech.
- ☐ Get the running order and arrival instructions.
- ☐ Confirm rings, microphone and other handovers.
- ☐ Check clothing, notes and useful contacts.

ON THE DAY

OWNER / DATE

- ☐ Check entrusted items before leaving.
- ☐ Arrive at the confirmed time.
- ☐ Follow ceremony cues and agreed handovers.
- ☐ Help with photos or announcements if agreed.
- ☐ Give the speech within the agreed slot.

AFTERWARDS

OWNER / DATE

- ☐ Return hired or borrowed items by their deadlines.
- ☐ Settle agreed expenses and return entrusted items.

USEFUL CONTACT / HANDOVER NOTES
