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**Usher/Groomsmen Duties**

Ushers are the hosts before the ceremony, escorting guests, keeping an eye on proceedings and supporting the groom. They should liaise with the Event Manager to ensure the wedding day runs smoothly.

* Often groomsmen get ready together in the Medieval Hall area, its useful for the Event Manager to know where they will hang out so when the photographer arrives they can find them and do some 'getting ready' shots.  Any photos on the roof hitting golf balls etc should be done early so we don't have to race up the roof to find them!
* Put any reserved seats out for ceremony if you want that - directing people if there is a specific side to sit on etc. Bride is traditionally on the left and groom is on the right.
* Help anyone with mobility issues/guide grandparents to get around if needed
* Handing out any ceremony programmes/putting them on seats if there are any.

**For House Weddings**

* Best Man to be available to meet the 2 registrars around 30-40 minutes before ceremony plus 2 witnesses.  They will need to see Bride and Groom separately, so you can decide which order you will be seen between you.  Bride is normally seen in the Balcony Room, Groom in the North Hall and we just shut the curtains for a few minutes.
* Please note no alcohol in the room/area of the ceremony for an hour before and then whilst registrars have arrived- remind ushers to ask guests to drop off any glasses before coming in (same for during the registrar meeting - no one should be drinking
* Playing entrance Music for coming into the service if you are having it.  Bride would come down from the Balcony Room with bridesmaids via the big wooden staircase whilst the doors are closed (Event Manager will be by the double doors which will be closed once everyone is seated so bride can’t be seen) Event Manager would give the registrar a signal that you are ready and they would ask guests to stand, usher would then start the music.  We do have a small mobile speaker on wheels which an iPhone can plug into.
* Guiding guests out through the archways of the North Hall for group photograph on the Ballroom steps.  Normally bride and groom would walk back down the aisle towards wooden staircase and have a quiet 5 minutes together in the Sitting Room whilst guests are going outside.

**For Church Weddings**

* Direct guests who arrive on the day to the car park and then across to the Church, direct guests who’ve been staying at the house across to church via the main gates in good time (not the side gate by the house).
* Get the Groom to the Church at least 45 minutes before the Wedding start time
* Hand out Order of Service booklets to guests as they arrive in the Church
* Encourage guests after the ceremony to line up outside the main door for confetti
* Guide guests back from the Church to the house through the main Church Gate and front gates of North Cadbury Court

**After the ceremony**

* Hand out any confetti to guests to be used outside for photos if needed
* Move any flowers which may be going from the North Hall to the Ballroom if florists are not staying on to do this
* Move chairs across from North Hall to the Ballroom dining tables
* Assist the elderly and anyone else you think needs it
* Help the photographer organise the wedding pictures - gathering guests for group shots
* Show people where the table plan is and where the main toilets and the smoking area is – (front right of the house as you go out of the front door)
* Guiding guests into dinner when MC announces its time.  We have a big gong on wheels which is great fun for announcements.

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**Bridesmaids Duties**

**Before the wedding**

* Chose a bridesmaid to liaise with the Event Manager, make sure they do whatever is asked of them to ensure that everything goes smoothly the day of.
* Help set up any decorations/table names the day before the wedding
* Make sure the bride has enough food and drink whilst getting ready.
* Make sure the bride has had a final visit to the bathroom and is ready with her dress on 30 minutes before the ceremony. This allows time for registrars if getting married in the house, “first look” photograph with the father, further photos of the bride and bridesmaids in the Balcony Room, photographs on the stairs, time to walk to the Church.
* Get everyone to the ceremony on time, do not be late! If having a civil ceremony in the house Registrars often have to leave promptly afterwards to do another ceremony, they will not do the marriage if there isn’t enough time. For Church weddings this is equally important, it is not the done thing to be late anymore, the bell ringers, vergers, vicar all have schedules, and a late bride will put out the rest of the timings for the day.

**The Wedding ceremony**

* Re-arrange the bride’s dress ready for her walk down the aisle
* The order in which you walk down the aisle during the ceremony will depend on where you are getting married, traditionally in Church the bride goes first with her father. The bride is traditionally on the left. At the Court the bridesmaids tend to go down the aisle first followed by the bride and her father at the back. Take your time and don’t rush this procession, make the most of it.

**After the Ceremony**

* The bridesmaids and maid of honour should be available throughout the wedding reception to assist the bride – she might need makeup touch-ups, or help going to the bathroom if she has a particularly cumbersome dress.
* Put bouquets in vases when not needed for pictures, make sure they left by the florist somewhere useful.
* Along with the ushers, bridesmaids are often expected to help guide guests to their seats during the wedding breakfast.
* Keep an eye out to make sure the couple always has something to drink (including regular hydrating drinks of water!) and has had some food– it can be tricky for the newlyweds to find the time to grab a bite to eat.
* Help the photographer organise the wedding pictures, gathering guests for group shots.
* Show people where the table plan and finding their names. and where the main toilets and the smoking area is – (front right of the house as you go out of the front door)
* Help the MC call people through for the first dance or for cake cutting.
* Make sure guests are having a good time, be the first on the dance floor (no one else wants to be) and party all night long.
* Departure day - Help clear up after the wedding and collect anything that the couple will need such as their wedding cake leftovers, table decorations and floral arrangements.