MB MEMOBOOK
GUIDES

FIVE WORKSHEETS TO PRINT, FROM THE QUESTIONNAIRE TO THE BIG DAY.

# Printable worksheets

From the guide
*Best Man and Maid of Honor Speech, the Step-by-Step Plan*

1. The questionnaire for friends and family
2. The fill-in outline
3. The four-week countdown
4. The review checklist
5. The big-day checklist
6. My speech notes

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# Worksheet 1. The questionnaire for friends and family

To paste into a message, for five or six people from different circles (chapter 2)

“Hi! I’m giving a toast at [name]’s wedding and I’m working on my speech. Shh, it’s a surprise. Do you have 5 minutes to answer these three questions before [date]?

1. Your funniest or most memorable moment with [name]?
2. One word to describe them, and why?
3. A detail about [name] and [partner’s name] together?

Thank you, and not a word!”

## Worksheet 2. The fill-in outline

For a four-minute toast (chapter 4). Adjust the times to your slot.

- [ ] **Opening (20 seconds)**: _____
- [ ] **Who I am (20 seconds)**: my name, my connection, for how long: _____
- [ ] **Story 1 (1 minute)**: setup _____ problem _____ reaction _____ punchline and meaning _____
- [ ] **Story 2, optional (30 seconds)**: _____
- [ ] **The couple (1 minute)**: how they met or a scene I saw _____ one line for the partner _____
- [ ] **Wishes (20 seconds)**: _____
- [ ] **Toast (10 seconds)**: “Please raise your glasses. To _____ !”

## Worksheet 3. The four-week countdown

From the first memory to the toast (chapter 9)

- [ ] **Four weeks before**: ask when and how long; send the questionnaire; write ten raw memories.
- [ ] **Three weeks before**: choose the tone; sort the stories; write the toast and the wishes.
- [ ] **Two weeks before**: write the full first draft; read it out loud; time it.
- [ ] **Ten days before**: run the review checklist (worksheet 4); have a neutral person read it.
- [ ] **Wedding week**: copy onto cards; record yourself; rehearse in front of a test audience.
- [ ] **The night before**: one read-through; cards in your jacket or bag; copy on your phone.
- [ ] **The big day**: worksheet 5.

## Worksheet 4. The review checklist

To run once the speech is written (chapter 3)

- [ ] No mention of exes.
- [ ] No wild-night stories, drinking stories or hookups.
- [ ] No hints about sex.
- [ ] Nothing about money, the cost of the wedding, debts.
- [ ] No secrets that were shared with me.
- [ ] Nothing about religion, politics, family conflicts, the in-laws.
- [ ] Nothing about looks, weight, age.
- [ ] No worn-out “ball and chain” jokes.
- [ ] Every story makes sense to people who were not there.
- [ ] Grandparents and kids can hear every word.
- [ ] The partner’s name appears at least twice.
- [ ] The speech fits the time slot, stopwatch tested.

## Worksheet 5. The big-day checklist

To reread on the morning of the wedding (chapter 11)

- [ ] Numbered cards in my inside pocket or bag.
- [ ] Copy of the speech on my phone.
- [ ] Time and speaking order confirmed.
- [ ] Microphone found, person in charge identified, test done if possible.
- [ ] No alcohol before the speech.
- [ ] A glass of water within reach.
- [ ] Emergency shortcut marked on my cards.
- [ ] Four-six breathing right before.
- [ ] First sentence said slowly.
- [ ] Afterwards: enjoy the party, and give the couple my speech.

# My speech notes