

Ceremony Plan – Catmose Cottage

Your Details:

Current Party Surnames: _____ & _____

Ceremony Venue: _____

Ceremony Date: _____

Number of Guests: _____

Will you be arriving at Catmose Cottage together? Yes / No

If no, who will arrive first? _____

Will you be entering the ceremony room: (please circle) Together / Separately

If entering the room separately, is one of you being given away? (please circle) Yes / No

If so, please provide the first name of your escort: _____

You should walk in on your escort's right arm. After you have made your entrance, any music will fade down and if you are being given away the Registrar will ask:

'Who brings [name] to be married today?' The response from the escort should be: 'I do'

Your escort should then take their seat – it is useful to save them a seat at the front.

Number of Attendants (eg bridesmaids/flower girls/page boys): _____

Attendants should lead you into the room and take their seats as they reach the front. It is very important that the above attendants know where you would like them to sit.

Are you having music:

While your guests arrive? Yes / No

On your entrance? Yes / No

On your exit? Yes / No

Music must be strictly non-religious. Please contact us prior to your ceremony if you are unsure. Please be aware that there is no music system at Catmose Cottage so you would need to provide your own iPod & Bluetooth speaker (or similar). The Registrars are unable to take charge of your music.

Your entrance music should begin when the Registrar asks the guests to stand (we would ask that you do not wait for a specific point in the music to begin your entrance) and the volume should be gradually faded down as the bride/groom/couple (as applicable) reach the front.

Your exit music should begin as the Registrar asks guests to stand at the end of the ceremony.

We regret that we are unable to accommodate live musicians at Catmose Cottage.

Would you like to include a non-religious reading: Yes / No

You are welcome to include one reading within the ceremony (no more than 1 side of A4 in a size 14 font) however, this cannot contain any religious reference or connotation. Please provide a copy of the reading for approval prior to the ceremony.

1: Title: _____ **read by:** _____

Your reader will be introduced by name and must ensure they have their reading with them. Please make sure that your reader is sitting at the front of the ceremony room so that the Registrar can advise them where to stand.

Are you exchanging rings? Please circle:

Two Rings

One Ring

No Rings

If yes, who will present the ring/s?

First Name: _____ **This person is an: Adult / Child**

OR

We will hold the ring/s ourselves

Your ring-bearer will be introduced by name and should join you at the front when called to do so.

Witnesses:

You must have two witnesses. These can be friends or family members but should be at least 16yrs of age and must be able to hear and understand the ceremony. They will be called forward to sign the Marriage Schedule at the end of the ceremony and should bring their own black pen.

Please provide their first & surnames.

1) _____

2) _____

Photographer: Yes / No

We politely request that your photographer remains stationary throughout the ceremony.

Departing as: Please circle & complete as appropriate

Mr & Mrs / Mr & Mr / Mrs & Mrs _____
(preferred surname following marriage)

OR

Your Bride & Groom / Your Brides / Your Grooms (please circle if applicable)

Would you like to use the garden for photographs following your ceremony? Yes / No

Please note that you are welcome to use the garden for 30 minutes following your ceremony however you will be unable to regain access to the building once outside & will exit via a garden gate onto South Street. Please be aware that there will be no access to toilets once in the garden.