

CEREMONY PLAN – LICENSED VENUES

Your Details:

Current Party Surnames: _____ & _____

Ceremony Venue: _____

Ceremony Date: _____

Number of Guests: _____

Will you be arriving at the venue: Together / Separately

If separately, 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 down the aisle 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.

Music:

Are you having music:

On your entrance? Yes / No

During the Marriage Schedule signing? Yes / No

On your exit? Yes / No

Music must be strictly non-religious. Please contact us prior to your ceremony if you are unsure. You should discuss with your venue by what means recorded music can be played. The Registrars are unable to operate 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.

If you are having live music, please provide the name of the musician and the instrument:

Name: _____ **Instrument:** _____

For logistical reasons, we politely request that live musicians position themselves at the back of the ceremony room.

Would you like to include Personalised Promises? Yes / No

If yes, please provide a copy. Please note that personalised promises cannot contain any religious reference or connotation and should be no longer than a half-side of A4 in a size 14 font. You will each be prompted to read your promises to each other at the appropriate point in the ceremony & must ensure you have these with you.

Would you like to include Non-Religious Readings: One Reading / Two Readings / None

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

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

2: Title: _____ **read by:** _____

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

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**

Video: **Yes / No**

For logistical reasons, we politely request that your photographer/videographer remain stationary throughout the ceremony.

Departing as: Please 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)