

Licensed Venue Ceremony Options Form

We would like your ceremony to be as personal and memorable for you as we can make it. To help us to do this, please complete the following questionnaire, referring to the Licensed Venue Ceremony Pack you received after you gave notice, and return it to us no later than one month before your ceremony. Thank you.

Your full names: _____ & _____

Known as: _____ & _____

Daytime tel. no: _____ & _____

Email: _____ & _____

Venue: _____ **Room:** _____

Parents full names and occupations: &

Date of ceremony: _____ **Time:** _____

Expected number of guests attending the ceremony: _____

Do you have any children from your joint relationship? Yes or No
(Where you are both the natural parents. This is for birth re-registration purposes) **If yes: how many?** _____

Arrival:

- If you are being interviewed together, please be ready 20 minutes prior to the start time of your ceremony (see above) for your interview.
- If you are being interviewed separately, one partner should be ready 30 minutes before, and the other 15 minutes before the start time.

Arrival at the venue: How are you arriving at your venue? Together or Separately

Interview: How would you like to be interviewed? Together or Separately
(Please let your venue know if you prefer not to see each other before the ceremony)

Entrance: Will you enter the ceremony room Together or Separately

Escort: Will either of you be escorted? Yes or No

If yes: Who will be escorted? _____

And by whom?
(Name and relationship) _____

Would you like the registrar to say a few appropriate words at this time? Yes or No
(See the ceremony pack for an example)

Wedding party: Will you have Bridesmaids (insert no.) _____ and/or Pageboys? _____

Best man/woman: Will you have a best man/woman/person? Yes or No

If yes: What is their name? _____

Vows: Please tick your choice of legal vows below:

I do solemnly declare that I know not of any lawful impediment why I ... may not be joined in matrimony to ... **&** I call upon these persons here present to witness that I ... do take thee ... to be my lawful wedded wife/husband

or I declare that I know of no legal reason why I ... may not be joined in marriage to ... **&** I ... take you ... to be my wedded wife/husband

or Reply 'I am' to the question 'Are you ... free lawfully to marry ... ?' **&** I ... take thee ... to be my wedded wife/husband

Personal promises: Would you like to include your own vows? Yes **or** No

If yes: Please tick to confirm you have attached a copy or insert below:

Rings: Are you exchanging rings? Yes **or** No

If yes: One **or** Two Who will present them? _____

Readings: Would you like to have readings? Yes **or** No
(Please remember that readings cannot include any religious content)

- 1. **Title:** _____ **Read by:** _____ Attached: *
- 2. **Title:** _____ **Read by:** _____ Attached: *
- 3. **Title:** _____ **Read by:** _____ Attached: *

*(Please attach a copy of each reading to the email when you submit this form.)

Music: What format will your music be in? Live **or** Recorded
(Please remember that music cannot include any religious content, must be approved in advance by the Ceremonies Team, and should be agreed with your venue)

Entrance: **Title:** _____ **Artist:** _____

Register signing: **Title:** _____ **Artist:** _____

Title: _____ **Artist:** _____

Exit: **Title:** _____ **Artist:** _____

Witnesses: Please tell us the names of your two witnesses:
 _____ **&** _____

Exit: Please announce us to our guests as: _____
(For example: Mr/Mrs & Mr/Mrs ... or Your first names or The happy couple)

Extras:

If you ordered extras when you booked your ceremony, they will be supplied to you. Otherwise, please indicate below how many of each you'd like to order. We will call you to take payment. Payment must be made in advance of the ceremony.



A silver-plated Certificate Holder for your certificates

£20

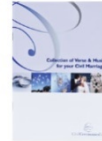
Quantity: _____



A decorative Commemorative Certificate as a memento of the day

£6

Quantity: _____



A collection of Poetry, Readings & Music for marriage ceremonies

£5

Quantity: _____



A keepsake fountain pen with which you will sign the register of marriages

£10

Quantity: _____

Please call me on this number to take payment: _____

Special requests:

If you would like us to have any further information regarding your ceremony, or there is anyone you would like us to mention, please tell us below.

Social media:

Please tell us your preferences with regards to social media

We don't mind if photos are posted on social media:

or

Please ask our guests not to post photos on social media until the day after:

or

Please ask our guests not to post any photos on social media at all:

Consent:

We consent to being contacted after our ceremony about featuring on the blog

We consent to the Registrars taking photos at our ceremony that may be used on the website, on social media and/or in publicity material

Privacy notice:

Please see our [privacy notice](#) for information about how we will use your data.

Submit this form:

Please click here to submit this form directly to us by email. Thank you.

Submit

Mobile devices:

If you are using a mobile or tablet and cannot submit this form using the button, please email it to the address below using the share icon on your device.

On Android phones or tablets, the share icon will usually look like this: 

On Apple phones or tablets, the share icon should look like this: 