

CEREMONY CHECKLIST

The Essentials

Ceremony Date and Time

Bride's Name

Groom's Name

Address

Phone & Email

Names of Bridal Party

Ceremony Location and Address

Reception Location and Address

How did you find out about my services?

The March

Who, if anyone, will walk the Bride in?

The Introduction and Welcome by the Civil Marriage Celebrant

Anyone special to be welcomed?

Giving away the Bride

Will the Bride be:

- ◇ Given away by an individual? ☐
- ◇ Given away by group affirmation? ☐
- ◇ Not be given away at all? ☐

The Asking

Would you like to:

- ◇ Not have an asking? ☐
- ◇ Be led by the Civil Marriage Celebrant (recommended) ☐
- ◇ Memorise the words and ask your partner unassisted? ☐

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The Vows

Would you prefer to:

- ◇ Say them from memory?
(they have a legal component) ☐
- ◇ Read the vows? ☐
- ◇ Be prompted by the Civil Marriage Celebrant? *(recommended)* ☐

Songs, Readings and Poems *(iTunes receipt # required for downloads)*

Songs – 4 in total:

- ◇ The Bride's Entrance:
- ◇ The Signing:
- ◇ During the Ceremony:
- ◇ The Recessional:

Readings or Poems – up to 2:
(copyright states name and author must be mentioned)

- ◇ Reading/poem name 1:
- ◇ Delivered by:
- ◇ Reading/poem name 2:
- ◇ Delivered by:

Do you require amplification? Yes ☐ No ☐

Family Involvement

Are there any children/stepchildren to be included?

Rituals *(suggestions)*

- ◇ Unity candle ☐
- ◇ Flower ceremony ☐
- ◇ Sand ceremony ☐
- ◇ Hand fasting ☐
- ◇ Sealing of time capsule ☐
- ◇ Anything that is meaningful to your relationship ☐

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The Rings	
◇ Are you both exchanging rings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
◇ Do you wish to answer the offer of the ring? <i>(Some people accept the ring and do the same in return OR a Bride can accept a ring if the Groom is not receiving one)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
◇ Who will keep the rings safe until this time?	
The Kiss and Signing of The Register	
◇ Will you have "The Kiss"?	Yes <input type="checkbox"/> No <input type="checkbox"/>
The two witnesses for the Signing of the Register are: <i>(must be over 18 years)</i>	
◇ Witness 1 (full name):	
◇ Witness 2 (full name):	
Should guests be asked to:	
◇ Wait until after the official photographer has taken the signing photos?	Yes <input type="checkbox"/> No <input type="checkbox"/>
◇ Not take photos during the recessional?	Yes <input type="checkbox"/> No <input type="checkbox"/>
◇ To use soft focus and edit accordingly and not post on social media until the bridal couple have?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Presentation of the Certificate and Introduction as a Couple	
◇ Who will keep the certificate safe and where will it be kept?	
◇ How would you like to be introduced to your guests? i.e. Mr and Mrs?	
Any directions the Civil Marriage Celebrant needs to give your guests after this?	
◇ No rice or confetti?	
◇ Reception directions and time?	
◇ Group photo?	

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Housekeeping	
◇ Is your ceremony venue officially booked? <i>(Council parks generally require a booking/permit to secure)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
◇ Rehearsal date and time:	
◇ Have you booked a photographer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
◇ Anticipated number of guests?	
Do you require additional resources?	
◇ A signing table & 2 chairs <i>(No water if fresh flowers in vase)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
◇ Colour and theme:	