

**CIVIL MARRIAGES – INFORMATION FOR STAFF**

Names of Parties (Spouse 1) \_\_\_\_\_

(Spouse 2) \_\_\_\_\_

Date of Marriage \_\_\_\_\_

Time of Marriage \_\_\_\_\_

How many Bridesmaids? (Excluding Witness) \_\_\_\_\_

How many Flower Girls? \_\_\_\_\_

How many Pageboys? \_\_\_\_\_

Number of guests attending ceremony \_\_\_\_\_

(Please note there are a maximum number of guests permitted in each of the 2 Civil Ceremony Suites. 6 are permitted in the smaller room and 40 in the larger room).

**Should the number of guests attending the ceremony change, let the Registrar know**

Are any guests disabled? \_\_\_\_\_

Will there be one or two rings? \_\_\_\_\_

Will the Bride be escorted into the room? If yes, by whom \_\_\_\_\_

Will there be an official photographer? If yes, by whom \_\_\_\_\_

Will there be a video camera? If yes, by whom \_\_\_\_\_

Do you plan to have any specific music played? \_\_\_\_\_

(If yes please contact the Registrar for his agreement)

Do you plan to have any readings and/or poems read? \_\_\_\_\_

If yes, by whom? \_\_\_\_\_

(If yes please contact the Registrar for his/her agreement)

Telephone Number as a contact point for the Bride \_\_\_\_\_

Telephone Number as a contact point for the Groom \_\_\_\_\_

Any other information? \_\_\_\_\_

If you want to speak to the Registrar who will be conducting your ceremony please telephone about 2 weeks before the date of your wedding for any appointment.

Prepared by \_\_\_\_\_ Date \_\_\_\_\_