

GUIDANCE NOTES FOR COMPLETION OF YOUR CEREMONY CHOICES AND CEREMONY INFORMATION FOR YOUR CIVIL PARTNERSHIP

Please read the following before completing your ceremony choices via your [customer account](#).

This guidance will help you fill in your information accurately and the result will enable the registration service to provide you with the ceremony of your choice.

If you do not have an answer for a section that requires you to type an answer i.e., readings for your ceremony, please enter the abbreviations N/A if not required or TBC if you do not have the information now but will provide it in the following days. This will enable you to move on to the next section.

Please be aware that after completing and submitting your choices, you will not be able to make any changes via your account. If you need to make any changes after submission, please contact the ceremonies team.

GUIDANCE by section:

CHOICES PART 1 – CEREMONY SCRIPT

For your 'Choices Part 1' the ceremony wording is broken down into different sections, and for each section three options of wording will appear. Select the Blue Edit button next to the choice you wish to make. From the drop-down box select the wording you wish to have as part of your ceremony. Click on the Add button to secure your selection.

If you see a 'Not required' tick box above the drop-down list of a particular section, this means that the wording is optional, and you do not have to include this as part of your ceremony.

If you can see ****(Mandatory)** next to the ceremony choice this is a statutory requirement of the civil partnership ceremony so wording must be selected and added.

In *italics* you will find the words that are spoken by the registrar at every ceremony.

Where you have selected to write your Own Promises or Own Ring Vows you will find a text box under the **Choices Part 2 - Ceremony Arrangements** section on your account for you to add the required wording.

Giving Away – This refers to the part of the ceremony where someone is asked the question about giving you away and is required to stand with you and answer "I Do".

Once you have chosen and completed everything you will have a chance to view what you have selected. Once you are happy with your choices, please click on 'save' and then 'lock and submit'.

GUIDANCE NOTES FOR COMPLETION OF YOUR CEREMONY CHOICES AND CEREMONY INFORMATION FOR YOUR CIVIL PARTNERSHIP

CHOICES PART 2 – CEREMONY ARRANGEMENTS

Ceremony booking reference number – this can be found on the original email confirmation of your booking and needs to be accurately recorded for cross reference. This reference number is also the username for your account.

Full name – this is your full name you gave when you attended your local register office to give notice of civil partnership.

Informal Name – this is the name you would like to be referred to as during the ceremony (i.e. full name David, informal name Dave). If you do not use an informal name, please just enter your first name here.

How would you like us to announce you at the end of the Ceremony? – this is not a legal announcement but is used purely to announce you both at the end of the ceremony. For example: The Smiths, Chris & Emma, Mrs & Mrs Smith, or any other formation you would like.

Will the couple kiss at the end of the ceremony? - Answer 'Yes' or 'No', if yes then the registrar offering for you to kiss each other.

Number of Guests – This needs to be entered as a number and include everyone who is attending your ceremony.

Do you wish to play music at your Ceremony? - Answer 'Yes' or 'No'

Tick the box to confirm your music choices are non-religious.

Please note: all music played should be non-religious - this is essential as religious music is not permitted during your ceremony.

When thinking about your music choices we would advise the following:

- 3 or 4 tracks to play whilst your guests are assembling.
- If someone is making an entrance into the room, you may want a special song/track to be played for this.
- 2 or 3 songs/tracks for the time you are signing the register.
- 1 track if you want a special song for the couple to exit the room to.

If you are having live musicians, please inform us in the **special requirements** section.

GUIDANCE NOTES FOR COMPLETION OF YOUR CEREMONY CHOICES AND CEREMONY INFORMATION FOR YOUR CIVIL PARTNERSHIP

If your ceremony is at one of our Register Offices, you will need to provide your music. Please bring your music on the day of your ceremony on a digital device, such as a tablet, mobile phone, or similar. You will also need to bring a wireless speaker. You will need to nominate a guest to be responsible for operating your device. Please note devices cannot be plugged in.

If your ceremony is at one of our approved premises, please contact your venue to arrange the playing of the music.

Voice Recordings – If you are planning on having a voice recording (voice note) play before your music starts, please make a note of this under the '[Any special requirements or important information](#)' section. Please confirm that the voice recording is non-religious and provide a transcript of the recording.

Will you enter together? - Are the two people who are entering into the civil partnership coming into the ceremony room together *and*, if that is the case, seeing each other beforehand.

Will you be escorted into the ceremony room? - This question is aimed at the person making an entrance into the ceremony once all the guests are in the room. If you have chosen to be the person waiting in the ceremony room with your guests, then please answer '**No**'.

If the two people who are entering into the civil partnership are coming the room together (see question above) and walking up the aisle together, answer '**Yes**' and in the text box answer '**with future partner**'.

If someone else is walking by your side, up the aisle (not your partner), answer '**Yes**' and in the text box, add the person's name and relationship of the person escorting you.

Are you writing your own Promises or Ring Vows? - If yes, please tick '**Yes**' and enter the text in the box below the question. Please ensure that you do not include any religious content, as this is not permitted in a civil ceremony.

Are you having readings at your Ceremony? – Answer '**1 Reading**', '**2 Readings**' or '**N/A**'

Please note: all readings should be non-religious - this is essential as religious readings are not permitted during your ceremony. You can have a maximum of two readings.

Title/s, Author, read by and the FULL text of your reading/s – Please copy and paste or type the information and full text of your reading/s into the box(es) provided.

GUIDANCE NOTES FOR COMPLETION OF YOUR CEREMONY CHOICES AND CEREMONY INFORMATION FOR YOUR CIVIL PARTNERSHIP

Full name of Witness 1 and 2 – First name and Surname is sufficient. If you are having 4 witnesses, you can enter two names per box.

Will you have a Photographer? - enter name of Photographer or Photography Company name or friends name or Not Required.

Will the ceremony be recorded? – enter name of Videographer or Video Company name or friends name or Not Required.

Any special requirements, or important information we should know? - This is an opportunity for you to let us know special information, for example one of you needs to sit throughout the ceremony, are having a dog attending, voice recording etc. Just enter text into this box. If you do not have anything to inform us about just leave the box empty.

If you have any questions regarding the completion of your ceremony choices, please do not hesitate to contact the ceremonies team. We are always happy to help.