**Pre-Ceremony Organiser**

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| **Ceremony Details** | | | | | | |
| Date & time of ceremony: | |  | Venue of the ceremony: | | |  |
| Number of guests: | | |  | | | |
| **Names** | | | | | | |
| Full name of Partner One: | |  | Full name of Partner Two: | | |  |
| Informal names:  (eg. Elizabeth = Beth) | | | | | | |
| Partner One: | |  | Partner Two: | | |  |
| Full name of first witness: | |  | Full name of second witness: | | |  |
| Partner One father’s full name: | |  | Partner Two father’s full name: | | |  |
| Partner One father’s occupation (or last occupation if retired): | |  | Partner Two father’s occupation (or last occupation if retired): | | |  |
| Partner One mother’s full name: | |  | Partner Two mother’s full name: | | |  |
| Partner One mother’s occupation (or last occupation if retired): | |  | Partner Two mother’s occupation (or last occupation if retired): | | |  |
| **Pre-Ceremony Interview** | | | | | | |
| Before you form your civil partnership we must interview both parties. This can be done individually or together, please indicate as appropriate. | | | Interviewed separately  /  Interviewed Together | | | |
| **Entrance**  (Please indicate  as appropriate) | | | | | | |
| Your entrance after guests | | | Together / Separately | | | |
| Does one or both of you wish to be “given away”. If yes please complete the section below. | | | Yes / No | | | |
| Who will be given away: | | |  | | | |
| Whom will give away  & relationship to the person: | | |  | | | |
| Members of the entrance party please list (if any): | | |  | | | |
| **Ceremony** | | | | | | |
| **Personal Promises and Vows** | | | | | | |
| (If you wish to make a personal promise to your partner during the ceremony please use this section to describe the promise. Please note this will need to be approved by the registrar conducting the ceremony.) | | | | | | |
| Additional vow from our list  (Please list the number of the vow you wish to make) | | | |  | | |
| **Rings**  (Please indicate  as appropriate) | | | | | | |
| Ring(s) will be given | | | | Yes / No | | |
| Partner 1 will give partner 2 a ring: | Yes / No | | | Partner 2 will give partner 1 a ring: | Yes / No | |
| Name of person holding the rings: | | | |  | | |
| **Music**  (Please indicate  as appropriate, remember that the music must not be religious, if in doubt please contact us) | | | | | | |
| Method: | | | | CD\* / MP3 player / Ipod / Phone / Live Music | | |
| While the guest assemble: |  | | | Entrance of the couple: |  | |
| Signing of the Register: |  | | | Exit of the couple: |  | |
| **Readings**  (Please indicate  as appropriate, remember that the readings must not be religious, if in doubt please contact us) | | | | | | |
| 1st Reading: |  | | | Read by: |  | |
| 2nd Reading: |  | | | Read by: |  | |
| **End of the Ceremony** | | | | | | |
| Will the ceremony conclude with a kiss? | | | | Yes / No | | |
| How would you like to be introduced at the end of the ceremony? (by surname or by forenames?) | | | |  | | |

**\* We are unable to guarantee that self-burnt CD will work in all our CD players.**