**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.**