# YOUR WEDDING CEREMONY

Please complete and return this form at least 2 months before the date of your ceremony. Please put a line through any sections which you do not wish to apply to your wedding (to make it clear you have not just missed them out).

registrars@wokingham.gov.uk  Tel: 0118 974 6554  
The Register Office, Civic Offices, Shute End, Wokingham, RG40 1WH

## (For office use:)
- No. certs:  
- PCA  
- Appt. Date:  
- Comm Script  
- Date paid:  

<table>
<thead>
<tr>
<th>Your Ceremony</th>
<th>Date ..........</th>
<th>Time ..........</th>
<th>am/pm</th>
<th>Venue ..........</th>
</tr>
</thead>
</table>

### Bride/ Groom Names

We can use your informal names - e.g. Sue rather than Susan - in the non-legal parts of the ceremony if you wish.

**Note:** Partner 1 should be the one that will arrive first.

<table>
<thead>
<tr>
<th>Partner 1:</th>
<th>Bride/Groom:</th>
<th>Informal Name:</th>
<th>Tel No:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner 2:</td>
<td>Bride/Groom:</td>
<td>Informal Name:</td>
<td>Tel No:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

### On the day of the wedding

Will you see one another before the ceremony?

- No [ ] (Tick) = Partner 1 arrives 30 mins before the ceremony, and Partner 2 arrives 15 mins before
- Yes [ ] (Tick) = Arriving together 20 mins before the ceremony

### Witnesses:

there are no rules about who can/cannot act as a witness but they need to be able to understand the ceremony

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
</tbody>
</table>

### Number of Guests

<table>
<thead>
<tr>
<th>..............</th>
<th>Any guests with special needs?</th>
<th>Tick box if yes</th>
</tr>
</thead>
</table>

### No of Bridesmaids/ Pageboys

<table>
<thead>
<tr>
<th>..............</th>
<th>Will you be having an official photo/videographer?</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES [ ] NO [ ]</td>
<td></td>
</tr>
</tbody>
</table>

### Mobiles/Social Media

At the beginning of the ceremony the Registrar will ask guests to switch mobiles to silent. If you wish any further announcements to be made with regard to guests taking photos or posting to social media, please email us.

As a guide please find below a general format for the wedding which may help with planning:

- **Entrance *** Welcome and introduction by Registrar *** (optional reading)**
- **Vows *** (optional reading)*** *** (Ring words)*** *** (optional reading)***
- **Announcing newly married *** Signing of the register *** Photographs ***
- **Presentation and Exit of the couple**
### MUSIC
Only music that is not religious or offensive can be played at a Civil wedding.

If the wedding is in our Ceremony Room you **MUST** provide us with the CD/USB device beforehand so we can check it on our music player, and nominate a guest to operate it on the day.

<table>
<thead>
<tr>
<th>Please provide titles of chosen music:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Whilst guests wait</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Bride/Groom entrance</strong></td>
<td></td>
</tr>
<tr>
<td><strong>During signing of Register</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Exit of couple</strong></td>
<td></td>
</tr>
</tbody>
</table>

### VOWS
Please state which **legal** words you wish to say. (See attached for choices)

Legal words: A B C

(please circle choice)

### READINGS
Any readings not on our list should be emailed to us. If you do not wish to have any readings, please put a line through this section.

A wedding is very short with no readings; most couples choose two. Note that the registrar **will not** read them for you.

Approved readings can be found on our website


<table>
<thead>
<tr>
<th>Insert Reading Number from our list or email us the reading Number / emailed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>After Welcome &amp; Introduction</strong></td>
<td></td>
</tr>
<tr>
<td>1 Title  ...........................................................................................................</td>
<td>☐</td>
</tr>
<tr>
<td>To be read by (name of guest): .......................................................................</td>
<td></td>
</tr>
<tr>
<td><strong>After Legal Words</strong></td>
<td></td>
</tr>
<tr>
<td>2 Title  ...........................................................................................................</td>
<td>☐</td>
</tr>
<tr>
<td>To be read by (name of guest): .......................................................................</td>
<td></td>
</tr>
<tr>
<td><strong>After Ring Words</strong></td>
<td></td>
</tr>
<tr>
<td>3 Title  ...........................................................................................................</td>
<td>☐</td>
</tr>
<tr>
<td>To be read by (name of guest): .......................................................................</td>
<td></td>
</tr>
</tbody>
</table>

### ENTRANCE
Is anyone to be escorted down the aisle? If yes, please name who by.

| Partner 1 ☐ .By: .................... Relationship:................................. |  |
| Partner 2 ☐ .By: .................... Relationship:................................. |  |

### ‘GIVING AWAY’
In this part of the ceremony a representative of the family/friends of either partner (or both) can entrust their loved one into the care of the other partner.

| Who is going to be ‘given away’? Tick here if neither partner: ☐ |  |
| Partner 1 ☐ .By: .................... Relationship:................................. |  |
| Partner 2 ☐ .By: .................... Relationship:................................. |  |

### RINGS
Are you having rings?

| Partner 1: Yes / No | Partner 2: Yes / No | Neither Partner ☐ |

### BEST MAN/WOMAN
Name .................................................................

Will they be holding the ring(s)? Yes / No (please circle)

If not who will? Name: ..................................................

### EXIT
For your exit how would you like to be presented to guests?

e.g.: ‘The new .......................’

|  |  |  |
LEGAL WORDS CHOICE ‘A’

DECLARATORY WORDS

Reply “I am” to the question “Are you (name) free lawfully to marry (name)?”

CONTRACTING WORDS

‘I (own name) take you (partner’s name) to be my wedded wife/husband’.

There are examples of optional additional wording on the last page. These can be added after the Contracting Words. If you wish to choose one of these please put the corresponding number (from Options on page 4) in the box here to indicate your choice.

Or you can write your own additional Vows here (or email in): .................................................................
.................................................................................................................................................................

RING WORDS

‘I give you this ring as a token of my love and as a symbol of our marriage’.

(NB Since this is a traditional part of the ceremony and not a legal part you may choose to provide your own alternative words for the ring exchange.)

Or you can write here (or email in) your own alternative words:
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................

LEGAL WORDS CHOICE ‘B’

DECLARATORY WORDS

‘I declare that I know of no legal reason why I (own name) may not be joined in marriage to (partner’s name)’.

CONTRACTING WORDS

‘I (own name) take thee, (partner’s name) to be my wedded wife/husband’.

There are examples of optional additional wording on the last page. These can be added after the Contracting Words. If you wish to choose one of these please put the corresponding number (from Options on page 4) in the box here to indicate your choice.

Or you can write your own additional Vows here (or email in):
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................

RING WORDS

‘I give you this ring as a symbol of my love. May this ring remind you always of the words we have spoken today.’ (NB Since this is a traditional part of the ceremony and not a legal part you may choose to provide your own alternative words for the ring exchange.)

Or you can write here (or email in) your own alternative words:
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
LEGAL WORDS ‘C’

DECLARATORY WORDS

‘I do solemnly declare that I know not of any lawful impediment why I (own name) may not be joined in matrimony to (partner’s name)’

CONTRACTING WORDS

‘I call upon these persons here present to witness that I, (own name), do take thee, (partner’s name), to be my lawful wedded wife/husband’.

There are examples of optional additional wording on the last page. These can be added after the Contracting Words. If you wish to choose one of these please put the corresponding number (from Options on page 4) in the box here to indicate your choice.

Or you can write your own additional Vows here (or email in): ………………………………………………………………………………………………………………………………..

RING WORDS

‘Accept this ring as a lasting symbol of my promise to love, respect and trust you. When you need me I will support you. When we are apart I will be with you’. (NB Since this is a traditional part of the ceremony and not a legal part you may choose to provide your own alternative words for the ring exchange.)

Or you can write here (or email in) your own alternative words:
……………………………………………………………………………………………………………………………..

Suggestions for Optional Additional Words

1. I promise to care for you, and to love and respect you always.

2. I promise to love you, cherish and encourage you, be open and honest with you, always.

3. My aim is not to change you, but to grow with you. May we never tire of exploring our shared existence, learning and having fun together, side by side, step by step.

4. Our love has brought us here today, to become one, in the eyes of our family and friends for all the days to come.

5. You are my best friend and companion. Wherever life takes us I will be by your side.

If you have a child or children

6. Together we have created a wonderful family and together we will work through the challenges that life will bring us all. We will share the love, support and responsibility of our family, but at the heart of that family will be the love I have for you.

If you have a long relationship together

7. Today I formally pledge to you my eternal love which has already been yours for so long. I confirm my promise to walk hand-in-hand with you through life’s journey.

8. My solemn promise to you is that no matter what lies in our path, it will be our path together. In the ups and downs that life will bring us, I will be there holding your hand in mine.