



## MARRIAGE

# *Enhanced Ceremony Choices*

*Blank Template*

Your Ceremony. Your Choice.

# Order of Ceremony

*Option to play music as your guests wait for your ceremony to begin (approx. 15 minutes). Your music choice can be submitted via our online ceremony choices system.*

## **Registrar announces start of ceremony.**

*You can choose how you enter the ceremony room. Would you like to enter the ceremony room together or have a more traditional entrance with one of you waiting for the other? Would you like anyone to accompany you, for example parent/s, sibling/s, bridesmaids, groomsmen, other.*

*If you would you like a special piece of music to be played you can inform us when you submit your online choices.*

## **Welcome and Introduction by the Registrar**

### **Giving Away**

*Option for either party (or both) to be given away. It is completely your choice as to who performs this special duty and joins you as you walk down the aisle.*

### **Reading 1**

*Suitable place for a reading. You may choose from the readings provided, or submit your own. This can be read by the Registrar or one of your guests.*

### **Declaratory Vows**

### **Reading 2**

*Suitable place for a reading. You may choose from the readings provided, or submit your own. This can be read by the Registrar or one of your guests.*

### **Contracting Vows**

### **Promises**

*Option to include a promise to one another from our selection. You may choose to make the same promise to each other, a different one, or submit your own.*

### **Exchanging of Rings**

*Option to include rings within your ceremony. You may both wish to exchange rings, or one of you may wish to give a ring to the other.*

### **Sand or Joining of Hands Ceremony**

*Option to include Sand or Joining of Hands element within your ceremony.*

### **Closing Remarks by Registrar**

### **Signing of the Marriage Schedule**

*The Registrar will guide you as you sign the marriage schedule along with a minimum of 2 and a maximum of 4 witnesses, chosen by you.*

*You will also have the choice of music to be played as you and your witness's sign.*

### **Registrar's final words of well wishes.**


*Option to play a final song as you exit the ceremony room, followed by your guests.*



# Choices

A decorative, light-colored leafy branch is positioned on the right side of the page, extending from the top right towards the center.

*The choices app is currently being updated – you will be able to complete them online from the end of 2023. This template can be used and should be emailed to*

A decorative, light-colored leafy branch is positioned on the left side of the page, extending from the bottom left towards the center.

**[ceremonysupport@staffordshire.gov.uk](mailto:ceremonysupport@staffordshire.gov.uk)**

A close-up photograph of a wedding ring and a white rose is visible in the bottom left corner, partially obscured by the blue overlay.

# Ceremony Information

Booking Reference .....

Booking Email Address .....

Date of Ceremony .....

Time of Ceremony .....

Venue .....

Primary Contact Name .....

Contact Number .....

Full Name .....

Full Name .....

Bride/Groom



Bride/Bride



Groom/Groom



# Entrance & Interview



**Would you like to be interviewed together or separately?**

*If separately one will need to arrive a approximately 20 minutes, the other approximately of 10 minutes prior to the ceremony start time. If together you may both arrive approximately 20 minutes prior.*

Together

☐

Separately

☐

**Would you like to enter the room together or separately?**

Together

☐

Separately

☐

**If entering separately do either of you wish to be accompanied?**

Yes

☐

No

☐

**Would you like to include 'who gives this hand in marriage' ?**

Yes

☐

No

☐

*If yes please provide their name*

.....

*and relationship to you*

.....



# Reading 1

**Please indicate which First Reading option you would like?**

- ☐ We do not wish to have a reading
- ☐ A reading from those provided – indicate reading number.  
.....
- ☐ We have attached a file containing our own reading (please send this to us)

**Who will be reading?**

- ☐ Celebrant
- ☐ Other

*If other please provide their name*

.....

*and relationship to you*

.....

*please ensure there is no religious content*

# Declaration & Contracting Words

To form a legal marriage, both of you are required to speak the declaratory and contracting words in one of three prescribed forms.

**Please choose your preferred option below:**

Option 1 ☐

## **Declaratory**

*I do solemnly declare that I know not of any lawful impediment why*

*I, ..... may not be joined in matrimony to*

*.....*

## **Contracting**

*I call upon these persons here present to witness that I,*

*..... do take thee*

*..... to be my lawful wedded*

*wife/husband.*

# Declaration & Contracting Words

To form a legal marriage, both of you are required to speak the declaratory and contracting words in one of three prescribed forms.

**Please choose your preferred option below:**

Option 2 ☐

## **Declaratory**

I declare that I know of no legal reason why I,

..... may not be joined in marriage to

.....

## **Contracting**

I take thee .....

..... to be my wedded

wife/husband.



# Declaration & Contracting Words

To form a legal marriage, both of you are required to speak the declaratory and contracting words in one of three prescribed forms.

**Please choose your preferred option below:**

Option 3 ☐

## **Declaratory**

By replying 'I am' to the question 'Are you

..... free lawfully to marry

.....

## **Contracting**

I ..... take you

..... to be my wedded

wife/husband.

# Promises

*When speaking the contracting words to each other, you may if you wish add an additional, more personal promise to each other.*

*These promises are optional.*

*You may wish to choose from the selection provided.*

***Please indicate which Promise option you would like?***

☐

*We do not wish to quote a promise.*

☐

*We have chosen from those provided - indicate promise number. ....*

☐

*We have attached a file containing our own promises (please send this to us)*

*please ensure there is no religious content*

# Reading 2

**Please indicate which First Reading option you would like?**

- ☐ We do not wish to have a reading
- ☐ A reading from those provided – indicate reading number.  
.....
- ☐ We have attached a file containing our own reading (please send this to us)

**Who will be reading?**

- ☐ Celebrant
- ☐ Other

*If other please provide their name*

.....

*and relationship to you*

.....

*please ensure there is no religious content*

# Rings

## Who will be giving rings?

- ☐ We will both be giving rings
- ☐ ..... Will be giving a ring
- ☐ ..... Will be giving a ring

## If rings are being given would you like someone to present the ring/s

- ☐ Yes ☐ No

If yes please provide their name

.....

and relationship to you

.....

**When exchanging rings, you may choose the accompanying words. You can choose from our list or provide your own words.**

- ☐ We have chosen number .....
- ☐ We have chosen our own (please send this to us)

# Enhanced Ceremonies

On our enhanced ceremony package you can include either a joining of hands or a sand ceremony. This option also allows you have extra choices which includes live music, personal promises and more choice of readings.

## **Sand Ceremony**

*There will be three glass vessels in total. Two of them will be the same size, and each of them will be filled with sand, (a different colour in each one) to represent each of you. There will also be a larger glass bottle and each of you will take it in turns to pour your sand into it. This will form a beautiful design, created by the two of you. This is a representation as two become one.*

## **Joining of Hands Ceremony**

*Joining of Hands Ceremonies can provide a modern quirky addition to the traditional ceremony and becoming increasingly popular. It shows the joining of two people by the holding of hands. How you hold your hands is your choice, there is no right or wrong way. You may wish for your hands to be 'tied' with ribbons or cords of your choice. Each of you have your chosen material and we use these to place them over your hands. We will then wrap them to create a loose knot, that the two of you will complete. The colours that you choose is completely up to you.*

- ☐ We do not wish to include Sand or Hand Ceremony
- ☐ We would like extra choices only
- ☐ We have chosen a sand ceremony
- ☐ We have chosen joining of hands ceremony

# Enhanced Ceremonies - Sand

## **Sand & Glassware**

*Please indicate from the following*

☐

*We will provide our own sand and glassware  
(You will need 250g of sand per person)*

☐

*We would like you to provide sand and glassware*

## **Accompanying Words**

*We will read some accompanying words as you pour your sand. If you prefer to choose your own we will need to see them to approve them.*

☐

*We have chosen our own (please send this to us)*

*We will guide you through the process*

# Enhanced Ceremonies - Joining of Hands

## **Ribbons and Cords**

- You will need to provide the ribbon/cord
- A minimum of 2 pieces required
- Please ensure your ribbon/cord is a minimum of 1 metre each
- We will guide you through the process

## **Accompanying Words**

You can choose the words that we read, whilst you are joining your hands, from the choices provided, making it personal to you.

☐

We have chosen our own (please send this to us)

☐

We have chosen reading number .....

please ensure there is no religious content

# Music - Registration Office

## **Music for your ceremony**

You can choose songs/music to accompany your ceremony, if you wish.

We will upload your songs onto the digital music system.

Cannock Registration office currently require you to provide your songs onto a CD\* this will need to be submitted to the office as soon as possible to ensure it plays on their system. Alternatively, the Registration Office can provide music from their collection. Please state the songs for each of the following:

Guests Assembling .....

Artist .....

Entrance (Bride or Groom).....

Artist .....

Signing of Schedule .....

Artist .....

Exit of the couple .....

Artist .....

- ☐ Classical selection provided by Registration Office
- ☐ Modern selection provided by Registration Office
- ☐ Other music choice (for example musician/artiste)  
Please contact the office to discuss your options - to be agreed
- ☐ \*we will provide a bluetooth speaker and one of our guests will be in control of this



# Music - Approved Venue

## Music for your ceremony

You can choose songs/music to accompany your ceremony, if you wish. This will be arranged directly with your venue.

We need to know the song choices to ensure there is no religious content.

Please provide the song and artist for each one

Guests Assembling .....

Artist .....

Entrance (Bride or Groom).....

Artist .....

Signing of Schedule .....

Artist .....

Exit of the couple .....

Artist .....

☐ The venue will play our music throughout the ceremony

☐ Other music choice (for example musician/artiste) please provide details

.....

# Other Info - guests & witnesses

## Number of Guests

Please provide the number of guests attending your ceremony .....

## Witnesses

You must have a minimum of 2 witnesses, but can choose up to 4. These can be anyone that understands the ceremony that they have witnessed.

Please provide the **full names** of your chosen witnesses

Witness 1 .....

Witness 2 .....

Witness 3 .....

Witness 4 .....

**Additional Comments/Special Requests -  
please let us know of anything you would like us to  
consider (where possible)**

# Other Info & Glossary

**Schedule** – the document that is signed during your ceremony. This is then entered onto the computer and your marriage certificate can then be produced.

**Registrars** – Ceremony Officers x 2 that facilitate your ceremony.

**Celebrant** – one of the above that conducts your ceremony (the speaking part).

**Promises** – additional short verse you can say to each other following your legal vows.

**Readings** – a nice touch to add into your ceremony.

**Witnesses** – the people that fully understand the ceremony that they have witnessed and were present throughout its entirety.

**Choices** – informs us of what you would like your ceremony to look like.

**Interview** – pre-ceremony interview that happens immediately prior to your ceremony. This is where we go through your schedule and check all of the details are correct. Plus we run through the ceremony choices that you made.

*Should you require any further assistance, please email  
**[ceremonysupport@staffordshire.gov.uk](mailto:ceremonysupport@staffordshire.gov.uk) or call 0300 111 8001***

***Don't forget to follow us on Facebook and Instagram and join our private 'Staffordshire ceremonies & weddings' facebook group***



# Contact

## **General Enquiries**

registrarsenquiries@staffordshire.gov.uk  
0300 111 8001

## **Registration Office's**

burton.registrationoffice@staffordshire.gov.uk  
cannock.registrationoffice@staffordshire.gov.uk  
lichfield.registrationoffice@staffordshire.gov.uk  
newcastle-under-  
lyme.registrationoffice@staffordshire.gov.uk  
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## **Enhanced Ceremony Support**

ceremonysupport@staffordshire.gov.uk

Your Ceremony. Your Choice.