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**STAFFORDSHIRE**  
C E R E M O N I E S

Registration Services | Staffordshire County Council

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## MARRIAGE

# Traditional Ceremony Choices

*Blank Template*

Your Ceremony. Your Choice.



Staffordshire  
County Council

# 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. 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. 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.*

### **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.*

### **Closing Remarks by Registrar**

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

*The Registrar will guide you as you sign the marriage schedule along with 2 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



# 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.  
.....

**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: .....*

*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.  
.....

**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 .....



# 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

# 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 Info - guests & witnesses

## **Number of Guests**

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

## **Witnesses**

You must have of 2 witnesses. 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 .....

**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  
stafford.registrationoffice@staffordshire.gov.uk

## **Enhanced Ceremony Support**

ceremonysupport@staffordshire.gov.uk

Your Ceremony. Your Choice.