Elizabeth Room Ceremony Planner

The Elizabeth Room is for minimalistic, simple ceremonies. As such please see the Simple Civil Partnership script on our website to familiarise yourself with the words that will be used during your ceremony. No readings or additional vows can be used in this room however you are more than welcome to exchange rings. Due to the layout, it is not possible to make an entrance into the room, instead you will be interviewed by the registrar together before your ceremony starts and then seated at the table as your guests enter.

Please ensure that you complete both pages of this planner and then email it to us at registeroffice@wandsworth.gov.uk at least two weeks before your ceremony.

If you would like to add enhancements to your ceremony such as readings, personal vows or to be kept separate before the ceremony is due to begin, you may be able to upgrade to one of our other rooms. Please contact us for more information.

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| **Your Names:** |  |
| **Ceremony Date:** |  | **Ceremony Time:** |  |
| **Are either of you known by another name?** |  |

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| Number of guests invited: |  *Please note this room holds up to 10 people including the couple having their ceremony.* |

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| **Ceremony Choices** |
| **Are you exchanging rings: Yes / No** |
| Ring Bearer’s name: |  |

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| **Music choices**: **Titles and artists** (must be non-religious)   |
| **Please ensure that you have a member of your party available to control the music for you. You can connect a phone to our sound system through an aux cable cord. If you have a phone that does not have a standard headphone port, please ensure that you bring a converter with you.** |
| **Register signing music:**  |  |

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| **Pronouncement: upon exiting the ceremony would you prefer to be called:** (please tick) |
| (Forenames) “……. and ………” |   “Mr/s & Mr/s ………………………” |

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| **Significant people: Please provide full details for your witnesses and parents below. A Step-Parent can only be included on a marriage certificate if they have entered into either a marriage or civil partnership with your natural parent.** |
| **Witness 1 name:** |  | **Witness 2 name:** |  |
| **Party 1- Parent’s name:**Step-Parent (Yes/No)Is he/she deceased?Occupation (or last occupation if retired)Has he/she retired? |  | **Party 2- Parent’s name:**Step-Parent (Yes/No)Is he/she deceased?Occupation (or last occupation if retired)Has he/she retired? |  |
| **Party 1- Parent’s name:**Step-Parent (Yes/No)Is he/she deceased?Occupation (or last occupation if retired)Has he/she retired? |  | **Party 2- Parent’s name:**Step-Parent (Yes/No)Is he/she deceased?Occupation (or last occupation if retired)Has he/she retired? |  |
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| **Photographer** **/ Videographer:** |  |

**For Terms and Conditions please visit:** [**www.wandsworth.gov.uk/ceremonybookingterms**](http://www.wandsworth.gov.uk/ceremonybookingterms)