



Celebrant information Checklist



Ceremony Details

- Date of Ceremony
- Time of Ceremony
- Location of Ceremony
- Ceremony Type
- Is there a theme? Any clothing preferences (for the celebrant)?


Contact Details

- Names of couples
- Names to be referred to in the ceremony as
- Preferred pronouns to use
- Address
- Phone numbers
- Email address
- Preferred method of contact
- Emergency Contact Name and Number

Ceremony Preferences

- Order of names in the ceremony
- Tone of Ceremony (e.g. romantic, humorous)
- Special Elements (e.g. readings, rituals)
- Any religious or spiritual content required? (Prayer, hymn, blessing, other)

Guests

- How many guests are invited?
 - Can guests take photographs during the ceremony? (Yes/No/Restrictions)
 - Is the ceremony 'unplugged' (no social media) during the ceremony day?
Restrictions?
 - Is anyone attending who might have additional requirements? Yes/ No
 - Attendant's details (bridesmaids/groomsmen/ringbearers)
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Vows

- Personal vows to be written? Yes/No
- Send any examples? Yes/No
- Are they to be a surprise on the day
- Vows:
 - To be read by couple from a card I will provide
 - Or to be repeated after me
 - Or respond to questions

Rings/Tokens/Gifts

Rings

- Rings to be given? Yes/No
- How many and to who?
- Who will have them?
- Ring wording to be repeated after me?

Gifts/Tokens

- Gifts/ tokens to be given?
- What are they?
- Who will have them?

Readings or poetry?

- Discuss contributions and where they might go
- Who will deliver the piece?
- Name of the piece
- Read by
- Relationship to couple

Readings or poetry?

- Entrance and Exit music
- Title
- Composer/singer/musician details
- Playing instrument/ fading



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Symbolic actions

- What is to be included?
- Who will take part?
- Equipment needed and who will supply it

Ceremony entrance and ending

- Details of entrance
- Any partner accompanied on entrance?
- By whom?
- Aisle needed?
- Certificate required?
- Details of ending/exit
- Toast required?
- What is happening after the actual ceremony?
- Where to tell all the guests to go afterwards?

Any other details you'd like to share/ feel your celebrant should know?

