



Township of Uxbridge

Civil Ceremony Pre-Wedding Checklist

Celebrant Name: _____

Celebrant Name: _____

Contact Telephone #: _____

Date and Time of Ceremony: _____

1. Prior to the ceremony, record all information in the Marriage Register, ensuring all information on the marriage licence is correct and that the licence is still valid (*3 months from date of issuance to ceremony*).

2. **Witness # 1** _____

Address _____ Tel # _____

Witness # 2 _____

Address _____ Tel # _____

3. **Is an Interpreter required?** Yes No

If so, name of individual: _____

(Interpreter's affidavit must accompany licence when mailing to Office of the Registrar General)

4. **Will the Celebrants be exchanging rings?** Yes No

(Or another token i.e., bracelet, jade necklace, etc.)

Number of Rings to be used _____

5. **Will there be a photographer present?** Yes No

6. **Is anyone giving a Celebrant away?** Yes No

If so, name of individual _____

7. **Is there a flower girl?** Yes No
If so, name and age of individual _____
8. **Is there a ring bearer?** Yes No
If so, name and age of individual _____
9. **Have the Celebrants prepared personal vows?** Yes No
(If so, obtain a copy of the vows and approve text)
10. **Anticipated Number of Persons Attending:** _____
11. **Will there be decorations (flowers) and/or music?** _____
(Nothing can be affixed to any wall surface)
12. **Choice of wedding Ceremony:**
Ceremony #1 Ceremony #2
Ceremony #3 Ceremony #4 Ceremony #5
(Ceremony selection to be confirmed at least 3 days before wedding)
13. Reiterate importance of not being under the influence of alcohol or drugs and the dress of the Celebrants.
(Ceremony may be cancelled if, in the opinion of the Officiant, the Celebrant(s) is/are under the influence of alcohol or drugs).
14. Tour of Council Chambers/Board Rooms. Explain building entrances, directions to area.
15. Identify parking areas. Specify that Celebrants may use the front parking lot, but guests are required to park in the rear lot.
16. Advise Celebrants that pictures may be taken anywhere on the Town Hall site or in the Park to the rear of the building.
17. Following the Ceremony, ensure all proper documentation is forwarded to the Registrar General.