



Township of Uxbridge

Civil Ceremony Pre-Meeting Check List

Celebrants' Names _____

Contact Telephone No: _____

Date of Marriage: _____

Time of Ceremony: _____

1. Prior to ceremony, record all information in 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 wedding ceremony).

2. Witness # 1 _____

Address _____ Tel # _____

Witness # 2 _____

Address _____ Tel # _____

3. Is an Interpreter required?

If so, name of individual _____

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

4. Will the couple be exchanging rings (or another token i.e. bracelet, jade necklace, etc.)

Number of Rings to be used _____

5. Will there be a photographer present? _____

6. Is anyone giving the bride away? _____

- If so, name of individual _____
7. Is there a flower girl? _____
- If so, name and age of individual _____
8. Is there a ring bearer ? _____
- If so, name and age of individual _____
9. Have the Celebrants prepared personal vows? _____ *(If so, obtain a copy of the vows and approve text)*
10. Anticipated Number Attending: _____
11. Will there be decorations (flowers) and/or music? _____
(Nothing can be affixed to any wall surface)
12. Give Celebrants choice of wedding ceremony:
Ceremony # 1 _____ Ceremony # 2 _____
Ceremony # 3 _____ Ceremony # 4 _____
(Ceremony selection to be confirmed at least 3 days in advance of the 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 Chamber. 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 marriage ceremony, ensure all proper documentation is forwarded to the Registrar General.