



your...

# Celebration Guide

with Burrows



## celebration guide content

This guide is written to give you an idea of the contents your guide could include. Edit, expand, amend – we hope you find this template a good starting point for your project

**Civil Marriage and civil partnerships can be included in the same guide, as detailed here, or can be set in their own separate guides.**

### Introduction and welcome

- Introduction to the area, congratulations and details of what couples can expect to find in the guide. There could also be an introduction to the registration service.
- Note on religious ceremonies – Advice for people wishing to marry in a religious building.

### Registry offices and approved venues

- *Where can we get married?*
- This might include area profiles if appropriate and a map of the region plus plenty of photographs. Each venue may have its own section. Start with register offices and then move into approved venues. Headings in each section should be uniform: • Location • Contact details

### The legal preliminaries

- *What do we need to do?*
- Including details about being free to marry, giving notice, documentation needed, how to make advance bookings.

A timetable of events and procedure is a good visual description. Also details for those wishing to get married abroad and those who need to consider immigration controls.

### Civil partnerships

- *What do we need to know?*
- A welcome and guide for those seeking to form a civil partnership. As this is still a relatively new ceremony, a dedicated section will help people looking for specific information relating only to this. This can guide couples to finding out everything they need to know in the rest of the book. In other sections, information useful to both civil marriage and partnerships can be listed together.

### Civil Ceremonies

- *What can we do to make our day special?*
- Tailormade options available (basic ceremony, simple registration for civil partnerships, details for extra touches: examples of sample words, readings, poems, photographs and perhaps sample quotes from people who have already got married in that area.
- Rules for photography, videos, and music.

### Wedding Planner

- *What can we do to plan ahead?*
- From 18 months to the day before – a detailed listing of events and ‘things to do’ from deciding on a budget to arranging stag and hen parties.

### On the Day

- *What do we need to remember?*
- Reminders about music, readings, car parking arrangements, timings, flowers, photography and video arrangements.

### Useful Information

- *Where can we find out more?*
- Contact details: Names, telephone numbers, websites, opening hours and facilities (parking, disabled access)
- Wedding Fairs: information on where and when wedding fairs are taking place. This may need to be a loose insert as the dates are usually once or twice a year
- Wedding advice: tips on specific wedding-related topics such as flowers, photography, music, traditions, honeymoons, making the day unique
- A-Z of weddings. This could incorporate light-hearted advice with local services. (e.g. A is for Advice, B is for Best Man, C is for Car, D is for Diamonds...etc).

### Other Celebrations

- Renewal of Vows**
- What is a renewal of vows ceremony?
- Information on how to organise a ceremony and reasons why you might want to.
- Anniversary dates
- Information on Royal Wedding Anniversary commemorative certificates (available for 60th, 70th and 75th wedding anniversaries). Information on the year that is celebrating (e.g. In 2007, those who got married in 1947 are celebrating their 60th)
- Details of potential words, poetry, readings, promises, music etc that could be incorporated.

### Commitment Ceremonies

- What is a commitment ceremony?
- Information on how to organise a ceremony and reasons why you might want to
- Details of potential words/poetry/readings/promises/music that could be incorporated.

### Naming Ceremonies

- What is a naming ceremony?
- Information on how to organise a ceremony and reasons why you might want to
- Details of potential words/poetry/readings/promises/music that could be incorporated.

### Citizenship Ceremonies

- What is a citizenship ceremony?
- Information on the services available, what type of ceremony is available, and who would be involved.
- Details of how the ceremonies are arranged and what you need to do
- Details of the Nationality Checking Service.

### How to license a venue for civil marriage and partnership

- Details for venues wishing to gain a licence to hold civil ceremonies – basic guidelines
- Contacts for more information including web links

Please do get in contact with any suggestions and ideas on how to make this guide even more informative and useful.

Email: [iparham@burrows.co.uk](mailto:iparham@burrows.co.uk)

Tel: 020 8773 3053

