

## *Your ceremony day with Edinburgh Registrars*

We will endeavour to assist in making your day run as smoothly as possible. To assist us in this it would be helpful if you, your guests, chauffeurs, photographers etc are aware of the following details:-

The registrar will arrive at the location of your ceremony approximately 30 minutes prior to the scheduled start time. They will make contact with the person at the venue responsible for the organisation of your day.

The registrar will then have a short meeting with the parties to the ceremony in a room/area previously set aside by the venue. If both parties are arriving together the registrar will speak to you together. However if you are arriving at separate times the registrar will normally speak to the first party about 30 minutes before the ceremony and we would suggest that the second party is ready to speak to the registrar 10 minutes before the ceremony. It is important that you let us know in advance what your arrangements are regarding this.

At this meeting the registrar will go over the ceremony process and give you the opportunity to ask any questions and discuss any final points relating to the ceremony. They can assist in organising the order that any attendants and main parties will enter the ceremony room, where the couple will stand etc. If you are having any readings then the registrar will also speak to your 'readers' to confirm at what point in the ceremony they will perform their reading.

It is at this point you will also discuss the way you would like to 'exit' the ceremony room once the ceremony has been concluded- e.g. the registrar can ask your guests to be upstanding while you leave the room and ask your guest to follow you or you may wish the registrar to introduce you to your guests, using whatever title you feel is appropriate and allow your guests to come forward to congratulate you.

Venue staff should be on hand to guide the couple (and their attendants) around their premises from arrival to the pre-ceremony discussions with the registrar and to the entrance to the ceremony room.

We appreciate that your photographer may seek to obtain 'arrival' shots of the main parties and the attendants and would ask that you allow sufficient time for this. We aim to work with photographers, musicians etc to make sure that your day goes without a hitch. The registrar will liaise with them to make sure that your wishes are adhered to wherever possible. We would request, however, that photographers appreciate that during the ceremony, especially when the vows are being made, the taking of photographs should be discreet.

The registrar will conduct the ceremony adding in any amendments you may have previously requested with your paperwork. The marriage/civil partnership schedule will be signed by the couple, their witnesses and the registrar. This will be brought to the venue by the registrar, who will return it to the office after your ceremony to allow your marriage to be registered.

The registrar will confirm with you whether you would like your certificate posted or you may choose to collect it from the office.

Should you have any queries or questions regarding your ceremony please do not hesitate to contact the registration office on 0131 529 2609 or e-mail [registrars.lothianchambers@edinburgh.gov.uk](mailto:registrars.lothianchambers@edinburgh.gov.uk)

We hope you enjoy your day.