



Congratulations on your forthcoming Marriage. The excitement of planning your special day begins now and we have put together a guide to help with arranging your ceremony.

- Contact your chosen venue to check dates and times. At this stage, it is a good idea to be flexible and have at least two options for when you would like your ceremony.
- Before you can confirm the booking with the venue you must book the ceremony with the Ceremony Team by completing the **booking form**. Please allow 5 days for the Ceremony team to get back in touch with you, via your preferred contact method, to agree a date and time for the ceremony. Your booking will be made and you will pay a £100 deposit. Ceremony fees can be found **here**. Any further changes to the booking beyond this point will incur a £20 administration fee.
- When the venue and ceremony have been booked, you must give Notice of Marriage to the Registration Office in the district where you live. This is where you state formally that you intend to get married and you must provide documentation to prove your name, address, age and freedom to marry. This can be done no earlier than 12 months and ideally no later than 5 months, before the marriage. If you live in Norfolk you can **book an appointment online**.
- Before attending the Notice appointment, download the **Ceremony Choices booklet** which gives the choice of compulsory vows available to you and suggestions for readings you might like to include. When you have chosen your vows and readings, you can complete the **choices form** and take it along to your notice appointment. Alternatively, you can email it to the Ceremony Team **ceremonyenquiry@norfolk.gov.uk**
- At least 8 weeks before your ceremony, you will need to pay the balance of your fee. This can be done by contacting the Ceremony Team or by attending a half hour 'fees and ceremonies' appointment at the Registration Office when you will also be able to discuss your choices and ceremony details.
- On your big day the Registration Officers will interview both of you privately to check that all the details for the registration are correct and to confirm arrangements for the ceremony.
- Then...relax, and enjoy your day!