



Checklist



Below is a basic checklist to help you through the marriage service planning process.

- Set date and time to meet with the minister via the Admin Officer
- Gather all required original documents, birth certificate etc.
- Complete personal details on NOIM - Do Not Sign
- Bring all documents to your first meeting with the minister
- Discuss Marriage preparation options
- Consider/deicide on music arrangements
- Contact the Administrator if you require the car park at 300 Ann Street
- Discuss/run through the order of service
- Arrange wedding rehearsal time and date
- Organise witnesses for register signing
- Appoint ushers for seating guests
- COVID plan for gathering personal details
- Payment of fees
- If you're unsure of anything – ask any questions
- Breathe, relax and enjoy.