

Wedding Order of Service Template: What to Include and a Free Builder

An order of service lists the running order of your ceremony, plus the readings and music, so guests can follow along. Use the builder below to type your details and print a card, and the checklist to make sure nothing is missed before you print.

What to include

- ☐ Your names, the date and the venue
- ☐ The title and the order of each part of the ceremony
- ☐ The names of anyone who is reading, speaking or performing
- ☐ The titles of readings, songs and music, and the words of any hymn or song guests will join in
- ☐ The name of the celebrant or registrar, if you would like to include it
- ☐ Any instructions guests need, such as when to stand
- ☐ A short thank-you or welcome note
- ☐ Details of what happens next, such as photographs or where the reception is

Check before you print

- ☐ Check the order matches the plan agreed with your celebrant or registrar
- ☐ Check the spelling of every name, including the readers and the wedding party
- ☐ Check the date, the venue and every time
- ☐ Check the words of any song or hymn are correct
- ☐ Ask someone who has not seen it to proofread it
- ☐ Print a test copy and check it on paper
- ☐ Print a few more than you have guests, so no one misses out
- ☐ Keep a copy for yourselves