

**LIST OF GUESTS AND VENDORS  
FOR SOLEMNIZATION AT EXTERNAL VENUE (EXCLUDING HOMES)**

Please fill in the following form to declare your witnesses, guests & vendors, and send the completed form to your Licensed Solemnizer at least 1 day before the solemnization.

Please note that the solemnization is limited to a maximum of 100 persons, including the couple, witnesses and guests; this is subject to the venue's safe capacity.

<b>Notice Number</b>	
<b>Name of Groom</b>	
<b>Name of Bride</b>	
<b>Solemnization Date</b>	
<b>Solemnization Time</b>	
<b>Solemnization Venue</b>	

**Witnesses**

	<b>Name &amp; Contact Number</b>
<b>Witness 1</b>	
<b>Witness 2</b>	

**Total Number of Pax (including couple and witnesses):**

Sub-total for this page: 4 pax

**Guest List**

	<b>Name &amp; Contact Number</b>	<b>Zone (to indicate which zone the Wedding Party is assigned to – e.g. Zone A or B)</b>
<b>Guests who are part of the Wedding Party (up to 16 persons)</b>		
<b>Guest 1</b>		
<b>Guest 2</b>		
<b>Guest 3</b>		
<b>Guest 4</b>		
<b>Guest 5</b>		
<b>Guest 6</b>		
<b>Guest 7</b>		
<b>Guest 8</b>		
<b>Guest 9</b>		
<b>Guest 10</b>		
<b>Guest 11</b>		
<b>Guest 12</b>		
<b>Guest 13</b>		
<b>Guest 14</b>		
<b>Guest 15</b>		
<b>Guest 16</b>		

Sub-total for this page: \_\_\_\_\_ out of 16 pax  
(please indicate)

	Name & Contact Number	Zone (to indicate which zone the group is assigned to – e.g. Zone A or B)
<b><u>Additional guests (to be in groups of 5 persons)</u></b>		
Guest 17		
Guest 18		
Guest 19		
Guest 20		
Guest 21		
<b><u>Additional guests (to be in groups of 5 persons)</u></b>		
Guest 22		
Guest 23		
Guest 24		
Guest 25		
Guest 26		
<b><u>Additional guests (to be in groups of 5 persons)</u></b>		
Guest 27		
Guest 28		
Guest 29		
Guest 30		
Guest 31		

Sub-total for this page: \_\_\_\_\_ out of 15 pax  
(please indicate)

	Name & Contact Number	Zone (to indicate which zone the group is assigned to – e.g. Zone A or B)
<b><u>Additional guests (to be in groups of 5 persons)</u></b>		
Guest 32		
Guest 33		
Guest 34		
Guest 35		
Guest 36		
<b><u>Additional guests (to be in groups of 5 persons)</u></b>		
Guest 37		
Guest 38		
Guest 39		
Guest 40		
Guest 41		
<b><u>Additional guests (to be in groups of 5 persons)</u></b>		
Guest 42		
Guest 43		
Guest 44		
Guest 45		
Guest 46		

Sub-total for this page: \_\_\_\_\_ out of 15 pax  
(please indicate)

	Name & Contact Number	Zone (to indicate which zone the group is assigned to – e.g. Zone A or B)
<b><u>Additional guests (to be in groups of 5 persons)</u></b>		
Guest 47		
Guest 48		
Guest 49		
Guest 50		
Guest 51		
<b><u>Additional guests (to be in groups of 5 persons)</u></b>		
Guest 52		
Guest 53		
Guest 54		
Guest 55		
Guest 56		
<b><u>Additional guests (to be in groups of 5 persons)</u></b>		
Guest 57		
Guest 58		
Guest 59		
Guest 60		
Guest 61		

Sub-total for this page: \_\_\_\_\_ out of 15 pax  
(please indicate)

	Name & Contact Number	Zone (to indicate which zone the group is assigned to – e.g. Zone A or B)
<b><u>Additional guests (to be in groups of 5 persons)</u></b>		
Guest 62		
Guest 63		
Guest 64		
Guest 65		
Guest 66		
<b><u>Additional guests (to be in groups of 5 persons)</u></b>		
Guest 67		
Guest 68		
Guest 69		
Guest 70		
Guest 71		
<b><u>Additional guests (to be in groups of 5 persons)</u></b>		
Guest 72		
Guest 73		
Guest 74		
Guest 75		
Guest 76		

Sub-total for this page: \_\_\_\_\_ out of 15 pax  
(please indicate)

	Name & Contact Number	Zone (to indicate which zone the group is assigned to – e.g. Zone A or B)
<b>Additional guests (to be in groups of 5 persons)</b>		
Guest 77		
Guest 78		
Guest 79		
Guest 80		
Guest 81		
Guest 82		
Guest 83		
Guest 84		
Guest 85		
Guest 86		
Guest 87		
Guest 88		
Guest 89		
Guest 90		
Guest 91		
Guest 92		
Guest 93		
Guest 94		
Guest 95		
Guest 96		

Sub-total for this page: \_\_\_\_\_ out of 20 pax  
(please indicate)

**Vendor List**

<b>Please list down the name(s) &amp; contact number(s) of vendors present, including type of service (e.g. photographer)</b>