

**LIST OF GUESTS AND VENDORS  
FOR SOLEMNIZATION AT EXTERNAL VENUE (EXCLUDING HOMES)  
FROM 28 DEC 2020**

Please fill in the following form and send it 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. Each zone is capped at 50 persons, in groups of up to 8 persons.

<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>	

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>Additional guests (to be in groups of maximum 8 persons)</b>			
<b>Group 1</b>	Guest 1		
	Guest 2		
	Guest 3		
	Guest 4		
	Guest 5		
	Guest 6		
	Guest 7		
	Guest 8		
<b>Group 2</b>	Guest 1		
	Guest 2		
	Guest 3		
	Guest 4		
	Guest 5		
	Guest 6		
	Guest 7		
	Guest 8		
<b>Group 3</b>	Guest 1		
	Guest 2		
	Guest 3		
	Guest 4		
	Guest 5		
	Guest 6		
	Guest 7		
	Guest 8		

Sub-total for this page: \_\_\_\_\_  
(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 8 persons)</b>			
<b>Group 4</b>	Guest 1		
	Guest 2		
	Guest 3		
	Guest 4		
	Guest 5		
	Guest 6		
	Guest 7		
	Guest 8		
<b>Group 5</b>	Guest 1		
	Guest 2		
	Guest 3		
	Guest 4		
	Guest 5		
	Guest 6		
	Guest 7		
	Guest 8		
<b>Group 6</b>	Guest 1		
	Guest 2		
	Guest 3		
	Guest 4		
	Guest 5		
	Guest 6		
	Guest 7		
	Guest 8		

Sub-total for this page: \_\_\_\_\_  
(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 8 persons)</b>			
<b>Group 7</b>	Guest 1		
	Guest 2		
	Guest 3		
	Guest 4		
	Guest 5		
	Guest 6		
	Guest 7		
	Guest 8		
<b>Group 8</b>	Guest 1		
	Guest 2		
	Guest 3		
	Guest 4		
	Guest 5		
	Guest 6		
	Guest 7		
	Guest 8		
<b>Group 9</b>	Guest 1		
	Guest 2		
	Guest 3		
	Guest 4		
	Guest 5		
	Guest 6		
	Guest 7		
	Guest 8		

Sub-total for this page: \_\_\_\_\_  
(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 8 persons)</b>			
<b>Group 10</b>	Guest 1		
	Guest 2		
	Guest 3		
	Guest 4		
	Guest 5		
	Guest 6		
	Guest 7		
	Guest 8		
<b>Group 11</b>	Guest 1		
	Guest 2		
	Guest 3		
	Guest 4		
	Guest 5		
	Guest 6		
	Guest 7		
	Guest 8		
<b>Group 12</b>	Guest 1		
	Guest 2		
	Guest 3		
	Guest 4		
	Guest 5		
	Guest 6		
	Guest 7		
	Guest 8		

Sub-total for this page: \_\_\_\_\_  
(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>

**Summary**

<b>Total Number of Attendees (Including couple and wedding party; max 100 in total)</b>		
<b>Number of Attendees in Each Zone (Including couple and wedding party; max 50 per zone)</b>	<b>Zone A</b>	
	<b>Zone B</b>	
<b>Number of Vendors</b>		