



GUIDELINES FOR WEDDING CEREMONY BOOKLET PREPARATION

1. MAKE SURE THE DOCUMENT IS THE CORRECT SIZE FOR PRINTING, 148.5MM X 210MM (A5) IS STANDARD
2. KEEP THE PAGES IN THE RUNNING ORDER FOR THE CEREMONY. NUMBER PAGES IF POSSIBLE
3. BOOKS MUST BE A MULTIPLE OF 4 PAGES.
I.E. 4,8, 12,16 PAGES.
4. TRY AND AVOID USING A COPY AND PASTE OF ANOTHER CEREMONY.
5. GET PRIEST/OFFICIANT TO READ OVER THE DOCUMENT.
6. USE A SPELL CHECK AND GET SOMEBODY TO PROOF THE DOCUMENT.
7. KEEP IT SIMPLE, USE A FONT THAT IS EASY TO READ
8. SAVE THE DOCUMENT AS A PDF AND SEND IT TO US WITH THE ORIGINAL FILE.
9. LET US DO THE REST

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