



GLOUCESTERSHIRE
REGISTRATION SERVICE

Responsible Person Duties

- Display a suitable notice at each entrance and exit to the premises 1 hour prior to and for the duration of each ceremony
- Reserve **2 parking spaces** for the registration staff
- Prepare the ceremony and interview rooms – the interview room should be free of personal belongings and effects, and photographic equipment
- Be on hand for **30 minutes prior to and for the duration of** each ceremony
- Liaise with registrars for pre ceremony interviews; groom 20 minutes prior to the ceremony, bride 10 minutes prior to the ceremony. Couples may NOT be interviewed together
- Usher guests into ceremony room 15 minutes before the ceremony
- Ensure no food or alcohol is consumed in the ceremony room **one hour prior to, or for the duration of**, the ceremony, that guests do not bring drinks into the room and that if there is a bar in the room, it is screened off.
- Liaise with the couple and registrars regarding music for the ceremony and **ensure that a member of staff or an appropriate alternative is allocated to control the playing of music** as requested by the couple
- Refer any queries regarding readings, video recording and photographs to the registrars
- Usher bridal party into ceremony room for commencement of ceremony and close doors
- Remain in the ceremony room for the duration of the ceremony
- Support Registration staff in dealing with any emergencies which arise e.g. illness of guests or in the event of inappropriate behaviour
- Be conversant with emergency procedures to ensure the safe evacuation of the building in the event of a fire