

**ATTENDEE LIST AND VENDORS
FOR SOLEMNIZATION AT EXTERNAL VENUE (EXCLUDING PLACES OF RESIDENCE)
FROM 1 JAN 2022**

Please fill in the following form and send it to your Licensed Solemnizer **at least 1 day** before the solemnization.

For solemnizations involving **1 – 50 attendees**:

- No Vaccination-Differentiated Safe Management Measures (VDS) requirement.

For solemnizations involving **51 – 1000 attendees**:

- With VDS* requirement.

From 1 Feb 2022, all solemnizations (up to 1000 attendees) must adhere to the VDS* requirement.

**Note: Where VDS is required, it means that checks must be implemented to ensure that every attendee a) is fully vaccinated i.e. has received the appropriate regimen of World Health Organisation’s Emergency Use Listing (WHO EUL) vaccines including their respective duration post-vaccination for the vaccine to be fully effective, and had their vaccination records ingested in MOH’s national IT systems; or b) has recovered from COVID-19, with a valid PET exemption notice for the duration of the event; or c) is a child aged 12 years or below; or d) is certified as medically ineligible.*

Please note that these limits include the couple, witnesses and guests, and is further subject to the venue’s safe capacity. Each zone is capped at 100 persons, in groups of up to 5 persons. Children aged 12 years and below (i.e. born in and after 2009[^]), who are seated within the groups of 5 attendees or who are part of the wedding party must be from the same household.

[^]From 1 Mar 2022, this will apply to children who are born in or after the year 2010. A grace period has been extended to children born in Dec 2009 to allow them sufficient time to get fully vaccinated.

No food or drinks are to be served at the solemnization.

If you are holding a wedding reception, please take note and adhere to the safe management measures for receptions.

Notice Number	
Name of Groom	
Name of Bride	
Solemnization Date	
Solemnization Time	
Solemnization Venue	

Total Number of Attendees (including couple, excluding Licensed Solemnizer and vendors)	
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Zones (Please fill in as many rows as required)

Zone	No of Groups in Each Zone	Total No. of People in Each Zone (max 100 per zone)
A		
B		
C		
	Total	

Vendor List

<p>Please list down the name(s) & contact number(s) of vendors present, including type of service (e.g. photographer)</p>
Empty space for vendor list

Guest List (Please add on as many pages as required for your additional guests)

	Name and Contact Number	Is the attendee aged 12 years and below? (Y/N)	Zone (to indicate the zone the Wedding Party is assigned to – e.g. Zone A or B)
<u>Wedding Party (up to 20 persons)</u>			
All children aged 12 years and below in the wedding party must be from the same household.			
Bride			
Groom			
Witness 1			
Witness 2			
Guest 1			
Guest 2			
Guest 3			
Guest 4			
Guest 5			
Guest 6			
Guest 7			
Guest 8			
Guest 9			
Guest 10			
Guest 11			
Guest 12			
Guest 13			
Guest 14			
Guest 15			
Guest 16			

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

	Name & Contact Number		Is the attendee aged 12 years and below? (Y/N)	Zone (to indicate which zone the group is assigned to – e.g. Zone A or B)
Additional guests (to be in groups of maximum 5 persons)				
All children aged 12 years and below in the same group must be from the same household.				
Group 1	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 2	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 3	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 4	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			

Sub-total for this page: _____
(please indicate)

	Name & Contact Number		Is the attendee aged 12 years and below? (Y/N)	Zone (to indicate which zone the group is assigned to – e.g. Zone A or B)
Additional guests (to be in groups of maximum 5 persons)				
All children aged 12 years and below in the same group must be from the same household.				
Group 5	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 6	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 7	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 8	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			

Sub-total for this page: _____
(please indicate)

	Name & Contact Number		Is the attendee aged 12 years and below? (Y/N)	Zone (to indicate which zone the group is assigned to – e.g. Zone A or B)
Additional guests (to be in groups of maximum 5 persons)				
All children aged 12 years and below in the same group must be from the same household.				
Group 9	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 10	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 11	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 12	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			

Sub-total for this page: _____
(please indicate)

	Name & Contact Number		Is the attendee aged 12 years and below? (Y/N)	Zone (to indicate which zone the group is assigned to – e.g. Zone A or B)
Additional guests (to be in groups of maximum 5 persons)				
All children aged 12 years and below in the same group must be from the same household.				
Group 13	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 14	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 15	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 16	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			

Sub-total for this page: _____
(please indicate)

	Name & Contact Number		Is the attendee aged 12 years and below? (Y/N)	Zone (to indicate which zone the group is assigned to – e.g. Zone A or B)
Additional guests (to be in groups of maximum 5 persons)				
All children aged 12 years and below in the same group must be from the same household.				
Group 17	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 18	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 19	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group 20	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			

Sub-total for this page: _____
(please indicate)

	Name & Contact Number		Is the attendee aged 12 years and below? (Y/N)	Zone (to indicate which zone the group is assigned to – e.g. Zone A or B)
Additional guests (to be in groups of maximum 5 persons)				
All children aged 12 years and below in the same group must be from the same household.				
Group —	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group —	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group —	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			
Group —	Guest 1			
	Guest 2			
	Guest 3			
	Guest 4			
	Guest 5			

Sub-total for this page: _____
(please indicate)