



COUNTY OF SAN LUIS OBISPO OFFICE OF THE CLERK-RECORDER

Elaina Cano - County Clerk-Recorder

Melanie Foster - Deputy Director Clerk-Recorder

Ceremony Schedule Request

Party 1 (first & last name)		
Party 2 (first & last name)		
Best Phone #:		Best Email:
Spanish <input type="checkbox"/>	Indoor <input type="checkbox"/>	Approx # of guests
English <input type="checkbox"/>	Seasonal rooftop <input type="checkbox"/> <small>(read rooftop disclosure on website prior to scheduling)</small>	

Ceremonies may be scheduled up to 90 days in advance.

Indoor Marriage Room Spanish- Wed 9am-11am English -Thur 2pm-4pm Fri 10am-11am	Seasonal Rooftop (must read rooftop disclosures on website prior to scheduling) English or Spanish- Every other Fri beginning 7/11/25 through 10/31/25 2-4pm
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List Ceremony Dates and times (on the half an hour) in order of preference.

Our staff will schedule the first available ceremony from your desired dates/times. Once payment is received and the appointment is scheduled, you will receive a confirmation email with your confirmed ceremony time.

- 1)
- 2)
- 3)
- 4)
- 5)

Non-Refundable Ceremony Scheduling fee to be paid within 24 hours of scheduling can be paid by faxing or emailing a cc authorization form, or by mailing a check or money or in person.

Cancellation/Re-Scheduling Policy: Cancellations received by email 24 hours before your scheduled ceremony appointment will receive a **one time** courtesy option to re-schedule free of charge at the time of cancellation. Cancellations received with less than 24 hours notice must re-pay the ceremony scheduling fee when re-scheduling.