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wedding stationery guide

TIMELINE & TRACKER

8 - 10 Months Before	<input type="radio"/> Source inspiration and decide on style for stationery suite. (See invite planning questions on page 2)
7 - 8 Months Before	<input type="radio"/> Order save-the-dates
6 - 7 Months Before	<input type="radio"/> Send out your save-the-dates
5 - 6 Months Before	<input type="radio"/> Plan invitation wording and finalize all details you want to include
3 - 4 Months Before	<input type="radio"/> Order invitations, RSVPs, any enclosure cards, etc.
3 Months Before	<input type="radio"/> Assemble invitations
2 - 3 Months Before	<input type="radio"/> Mail Invitations
1 Month Before	<input type="radio"/> Order day of stationery and thank you cards (place cards, menus, etc.)
2 - 4 Weeks Before	<input type="radio"/> Ensure all replies have been collected
1 - 2 Months After	<input type="radio"/> Send out thank you cards to all guests

THE SAVE-THE-DATES

MY VENDOR: _____ ORDER BY _____

PURPOSE To ensure that as many of your guests as possible can attend the event and officially announce your wedding.

WHAT TO INCLUDE:

- The date
 - Names of couple
 - The general location (state/province and country)
 - Note that a formal invitation will follow.
- ORDERED RECEIVED MAILED



wedding stationery guide

THE INVITATIONS: 10 questions to ask yourself when planning

1. What is your wedding style and color? _____
(rustic, modern, garden-party, etc.) _____

2. Are there any personal values or tastes you want to reflect on your invitations?
(sustainability, religious beliefs, heritage, etc.) _____

3. How formal is the occasion? _____

4. Will there be a dress code? _____

5. Will you have a wedding website? _____
(Websites are a great way to reduce the amount of info you need to include on the invite)

6. How are you collecting RSVPs? _____

7. Have you collected samples of invites that you like? _____
(Give these to your stationer if you are hiring a designer)

8. How are you addressing the envelopes? (calligraphy, labels, printing on envelopes)

9. How many invitations do you need? _____

10. What is your budget? (total and per invite) _____

NOTES:

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THE INVITATIONS

MY VENDOR: _____ ORDER BY _____

PURPOSE To provide your guests with everything they need to know to attend the event.

WHAT TO INCLUDE:

- Your names (may include parents)

- Host and/or request lines (Ex: Together with family... invite you to join them as the marry)

- The date (day, month, and year)

- Ceremony time, location and address

- Reception time and location (often just a hotel or hall name is used rather than listing another full address.)

- Cocktail/dinner hours (indicate type of food service)

- Dress code if applicable

- RSVP instructions or reply cards with envelope to mail back (stamped and addressed)

OPTIONAL EXTRAS

- Accommodation details (Required for destination weddings)

- Map (If difficult to find or if some guests may not be internet savvy enough to use Google)

- Envelope liner (To dress up invitations)

- Belly band and/or ribbon (To hold pieces together nicely)

- Registry details or note about presentation

ORDERED RECEIVED MAILED



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THE REPLY CARDS

MY VENDOR: _____ ORDER BY _____

PURPOSE To collect the replies and menu choices (if applicable) for your wedding.

WHAT TO INCLUDE:

- Reply by date (a month before is usually ideal)
 - Lines for those invited to write names
 - Menu options - A line or checkboxes to indicate what meals are preferred.
 - Return envelope that is addressed and stamped
- ORDERED RECEIVED MAILED



THE ENVELOPES

MY VENDOR: _____ ORDER BY _____

PURPOSE To hold, protect, and deliver the wedding invitation and associated pieces.

WHAT TO INCLUDE:

- Names of your invited guests. Ex: Jane & John Smith, John Smith & Guest, The Smith Family (If entire household is invited)
 - Delivery address
 - Return address
 - Stamp
- ORDERED RECEIVED MAILED



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THE THANK YOU CARDS

MY VENDOR: _____ ORDER BY _____

PURPOSE To show gratitude to your guests for attending your wedding.

WHAT TO INCLUDE:

- Dear name and/or relation

 - A personalized note that mentions their generosity. Be specific. (Ex: Thank you so much for the amazing wine fridge, we are so excited to finally have one!)

 - Signatures of the couple

 - A photo from the wedding (optional)

- ORDERED** **RECEIVED** **MAILED**



EVENT STATIONERY

ITEMS	VENDOR	ORDERED	RECEIVED
<input type="radio"/> Place cards and/or escort cards	_____	_____	_____
<input type="radio"/> Menu cards	_____	_____	_____
<input type="radio"/> Table numbers	_____	_____	_____
<input type="radio"/> Programs	_____	_____	_____
<input type="radio"/> Favor tags	_____	_____	_____
<input type="radio"/> Coasters	_____	_____	_____
<input type="radio"/>	_____	_____	_____
<input type="radio"/>	_____	_____	_____
<input type="radio"/>	_____	_____	_____