

# wedding stationery guide

## TIMELINE & TRACKER

8 - 10 Months Before

☐ Source inspiration and decide on style for stationery suite.  
(See invite planning questions on page 2)

7 - 8 Months Before

☐ Order save-the-dates

6 - 7 Months Before

☐ Send out your save-the-dates

5 - 6 Months Before

☐ Plan invitation wording and finalize all details you want to include

3 - 4 Months Before

☐ Order invitations, RSVPs, any enclosure cards, etc.

3 Months Before

☐ Assemble invitations

2 - 3 Months Before

☐ Mail Invitations

1 Month Before

☐ Order day of stationery and thank you cards (place cards, menus, etc.)

2 - 4 Weeks Before

☐ Ensure all replies have been collected

1 - 2 Months After

☐ 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"/>			