



WEDDING STATIONERY CHECK LIST

| ITEM | WHAT IS IT FOR? |
|--|--|
| BEFORE THE WEDDING | |
| Save the date card with envelope | These are a clever way of asking your wedding guests to keep the date of your big day free! |
| Day invitation with envelope | Invites guests to your wedding, usually to the marriage ceremony and reception. |
| Evening only invitation with envelope | Invites guests to your evening reception only. |
| Guest names printing inside/on invitations | To save you writing the names of the guests! We print them for you. |
| RSVP card with a return addressed envelope or address printed on reverse | These prompt a quick response from your guests. You can add extras such as songs for the DJ, menu choices etc. |
| Guest information card | Information cards are an easy way to give directions or accommodation details to guests. |
| ON THE DAY - MARRIAGE CEREMONY | |
| Order of service (Religious ceremony) | The OOS details your religious marriage ceremony giving the words of any hymns etc. and it usually acknowledges the people involved in the ceremony. The order of day can detail a civil ceremony and the running order of the day. Both usually show any readings or music used. It also give your guest's a lovely memento of the day. |
| Order of day (Civil ceremony) | |
| Signs mounted on foam board, size up to A3 | Limitless ideas! |
| ON THE DAY - RECEPTION | |
| Menu | Menus are to inform guests of the food you will be serving and are way for your reception tables to follow your stationery theme. |
| Place card / Menu place card | Place cards show your guests their allocated seat. Menu place cards combine a personal menu and place card. |
| Flat double sided table name or number card | Again this is a lovely way of continuing the theme of your wedding. Table names make the reception more personal, are an ice breaker/ talking point and avoid table number envy! |
| Reception seating plan | This is sited at the entrance to your reception room and shows your guests where they are to be seated. |
| Reception seating escort cards | An alternative way of showing your guests the table they are to be seated at. They are folded tent or flat cards printed with the guests' name and their table allocation. They are placed alphabetically on a table at the entrance to your Wedding Breakfast room. |
| Reception signs mounted on foam board, size up to A3 | Limitless ideas! |
| AFTER THE WEDDING | |
| Thank you card with envelope | Our thank you cards are left blank so you can write your own personal message. |





WEDDING STATIONERY CHECK LIST

| ITEM | DO I NEED THIS? | HOW MANY DO YOU NEED? | WHEN SHOULD YOU ORDER? | WHEN SHOULD YOU SEND THEM OUT? |
|---|-----------------|--|------------------------|--------------------------------|
| BEFORE THE WEDDING | | | | |
| Save the date card with envelope | Optional | 1 per household <i>You do not send a card to the guests invited to the evening reception only</i> | 12 - 14 months before | 10 - 12 months before |
| Day invitation with envelope | Yes | 1 per household + spares | 4 - 5 months before | Ideally 3 months |
| Evening only invitation with envelope | Yes | 1 per household + spares | 3 - 4 months before | Ideally 2 - 3 months |
| Guest names printing inside/on invitations | Optional | | | |
| RSVP card with either a return addressed envelope or address printed on reverse | Advisable | 1 per invitation | As invites above | With invites |
| Guest information card | Advisable | 1 - 2 per invitation depending on the information you need to provide | As invites above | With invites |
| ON THE DAY - MARRIAGE CEREMONY | | | | |
| Order of service (Religious ceremony) | Advisable | 1 per couple + 1 each for the bridal party, yourselves, celebrant etc | 4 - 6 weeks before | |
| Order of day (Civil ceremony) | Advisable | | | |
| Signs mounted on foam board, size up to A3 | Optional | Choice is yours! | 4 weeks before | |
| ON THE DAY - RECEPTION | | | | |
| Menu | Advisable | Up to 3 per table of 8-10 | 4 weeks before | |
| Place card / Menu place card | Yes | 1 per person | 4 weeks before | |
| Flat double sided table name or number card | Yes | 1 per table | 4 weeks before | |
| Reception seating plan | Yes | 1 per 150 people (more may need 2) | 4 weeks before | |
| Reception signs mounted on foam board, size up to A3 | Optional | Choice is yours! | 4 weeks before | |
| AFTER THE WEDDING | | | | |
| Thank you card with envelope | Yes | 1 per household/person to thank | ASAP after the wedding | ASAP after the wedding |