

Stationery

A LASTING IMPRESSION

Your invitations set the expectations of the style, theme and formality of the occasion and influence all of your other wedding stationery.

1

Choose your style. As long as there are no misspellings, your choice in design will never be a "faux pas."

2

Choose your paper type and fold design. Paper options include vellum, rice, cardstock, and metallic.

3

Decide which enclosure cards you wish to include, making sure to stay consistent with the theme and tone of your invitation.

Ceremony Card Invites guests to your ceremony. Maybe considered your Invitation if the ceremony and reception are being held at the same location.

Reception Card Includes pertinent information about your reception when it is held at a different location than your ceremony.

Response Card Commonly included to enable you to keep track of the number of guests who will be attending the reception. If your guests are to have a choice of entrees at the reception, the response card will ask for this information as well. Be sure to include the corresponding postage-paid return envelope.

Wedding Directions Should you choose to create a map on your computer and print it yourself, use a paper similar to your invitations and use the same ink color. Photocopies are not acceptable.



4

Choose the wording. Seek advice as to etiquette and wording from an experienced, in-house stationer or wedding consultant.

5

Place your order three to six months prior to the wedding. Carefully proof the text used. Any errors, including typos, found afterwards will be your responsibility, not the printer's. To determine how many invitations you should order, count each couple and single guest, each attendant, parents, family, clergy and their guest then order 25 extras for comfort.

6

Mail your invitations six to eight weeks before the wedding. Weigh the complete invitation to ensure correct postage. Most invitations require extra postage.

CALLIGRAPHY

THE ART OF BEAUTIFUL WRITING

Using a calligrapher is an easy way to add an elegant touch to your wedding stationery. There is nothing that truly replaces beautiful, unique handwritten pieces.

WHY HIRE A CALLIGRAPHER?

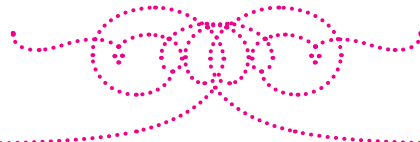
There will be several things you may want to consider hiring a calligrapher to do: your invitations and envelopes, place cards and menus. Although it is possible to have all of these printed, there is something much more romantic and special about having a calligrapher do it.

WHAT TO KEEP IN MIND

The first thing to pay attention to is the cost. If you have a lot of guests the cost will of course be greater. A good way to cut down cost is by having a calligrapher design a invitation or menu and then have it copied. Also keep in mind timing when hiring a calligrapher. Your wedding invitations should be mailed six to eight weeks before your wedding. Calligraphy typically takes at least a week per 100 invitations. This means for a 200 invitation wedding you will want to hire your calligrapher about 12 weeks ahead.

HOW TO CHOOSE A CALLIGRAPHER

It is important to see examples of the calligraphers work and to pick a writing style that works for your wedding. Be sure to have the calligrapher do an exact example of your wedding invitation for you so you are not surprised if it is not how you expected.



My Personalized Stationery

Number of Guests: _____ + 25 = _____

Invitations

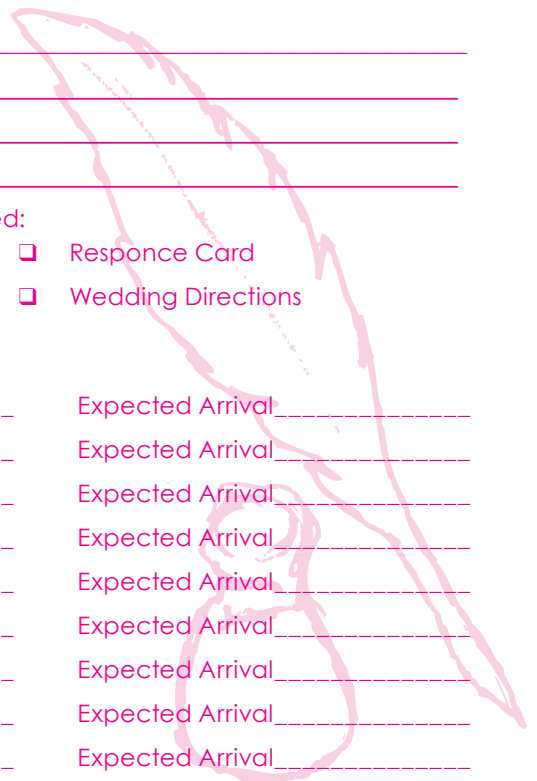
Exact Wording: _____

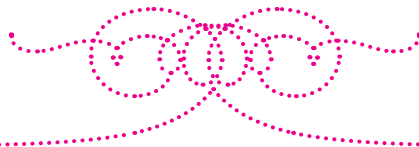
Items Included:

- | | |
|---|---|
| <input type="checkbox"/> Ceremony Card | <input type="checkbox"/> Responce Card |
| <input type="checkbox"/> Reception Card | <input type="checkbox"/> Wedding Directions |

Ordered:

- | | | |
|---|------------|------------------------|
| <input type="checkbox"/> Save the Dates | Date _____ | Expected Arrival _____ |
| <input type="checkbox"/> Invitations | Date _____ | Expected Arrival _____ |
| <input type="checkbox"/> Thank You Notes | Date _____ | Expected Arrival _____ |
| <input type="checkbox"/> Announcements | Date _____ | Expected Arrival _____ |
| <input type="checkbox"/> Ceremony Programs | Date _____ | Expected Arrival _____ |
| <input type="checkbox"/> Place Cards | Date _____ | Expected Arrival _____ |
| <input type="checkbox"/> Seating/Escort Cards | Date _____ | Expected Arrival _____ |
| <input type="checkbox"/> Menu Cards | Date _____ | Expected Arrival _____ |
| <input type="checkbox"/> Table Number Cards | Date _____ | Expected Arrival _____ |





ADDITIONAL WEDDING STATIONERY

Save-the-Date Cards. Sent one to two months prior to your invitations, these cards allow guests to plan out the necessary dates. Especially helpful for out of town guests as it allows ample time for making travel arrangements.



Thank You Notes. Couples have up to two months from the date received to acknowledge wedding gifts and congratulatory notes with a handwritten, personal thank you.

Announcements. Sent to friends who have been out of touch for some time, business associates, clients, people who live too far away to attend, and good friends who are not included when the wedding and reception lists are limited.



Ceremony Programs. Personalizes and acquaints your guests with the key elements of your wedding, such as the order of the ceremony, the names of the bridal party, parents, the officiant, readers, the source of readings, musicians, vocalists, musical selections and composers.

Place Cards. Directs guests to a specific seat at the dinner table.

Seating / Escort Cards. Informs guests of the table you've chosen for them.

Menu Cards. Informs guests of their dinner selection.

Table Number Cards. Denotes the name or number of dinner tables during your reception.

