WEDDING STATIONERY CHECKLIST

Before your big day stationery

• SAVE THE DATES

When to send out:
6-8 months before
Destination wedding: up to 12 months before

Date to send out: . . . . . .

Date to begin stationery: . . . . . .
(Approx. 4 weeks before send out date)

• INVITATIONS & RSVP

When to send out:
UK wedding 6-8 weeks before
Destination wedding: 12 weeks before

Date to send out: . . . . . .

Date to begin stationery: . . . . . .
(Approx. 4-6 weeks before send out date)

Other information to provide (if desired) :

- Accommodation - nearby hotels
- Local taxi numbers
- 'On the Day' information - rough itinerary
- Gift information e.g. gift list reference
- Directions and/or map to the venue
- Public transport links
- Transport information if you are providing any transport for guests
- Your wedding website url (if applicable)

'On the day' stationery

- WELCOME SIGN
- TABLE PLAN
- TABLE NAMES / NUMBERS
- MENUS
- PLACE CARD
- ORDER OF SERVICE
- FAVOUR TAGS
- OTHER SIGNS WITHIN VENUE
- WEDDING ADVICE CARDS

When to start:
Each of the above items will depend on when you have finalised your guest numbers, guest names, and your menu with the caterers/venue.

It is advisable to begin these items as soon as you have details finalised. For the table plan, it is best to wait 4-6 weeks until the final date just in case there are any last minute guest changes.

Tips

• Don't forget to order spare invitation sets. Around 10-15% of your total order quantity. This will allow for any last minute guest add-ons.

• Remember to allow up to 4 weeks for design, printing and delivery of your stationery (around 6-8 weeks for bespoke stationery).

• Order one of each item to have as a keepsake after your special day!

After your big day

• THANK YOU CARDS

When to send out:
As soon as possible after your wedding day

Our ideal date to send out: . . . . . .

Date to begin stationery: . . . . . .
(Approx. 4 weeks before send out date)

Notes

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Dimitria JORDAN