

WEDDING INVITATION CHECKLIST

ESTABLISH YOUR GUEST LIST & BUDGET

Every wedding has a budget, big or small. First, establish your guest list: Quantity = \$. The larger your guest list, the more invitations you will need. Your total number for invitations will be a big factor in the final cost. This will also help determine what extra embellishments, such as pockets, belly bands, etc., you can include in your invitation suite.

ESTABLISH A TIMELINE

Begin by laying out a month-by-month plan so that you're never crunched for time. Work backwards from your wedding date.

- *Wedding Date:* _____

- *RSVP Deadline:* _____ At least 1 month from your wedding date. Allow time for seating arrangements and Day of Stationery

- *Invites in the Mail:* _____ You want your guests to receive your invitation at least 1 month prior to the RSVP Deadline.

- *Send to the Printer:* _____ Allow enough time for your invitation to be printed and assembled before sending. This typically takes 1-2 weeks, depending on your invitation suite.

INVITATION SUITE

ESSENTIALS:

- Invite Card
- Details Card
- RSVP Card + Envelope
- Outer Envelope

ADDITIONAL CARDS & INFORMATION:

- Rehearsal Dinner Card
- Welcome Dinner Card
- Next Day Brunch Card
- etc.

EXTRAS & EMBELLISHMENTS:

- How are you packaging your suite?
 - Pocket, Backer, Belly Band, etc.

IMPORTANT DETAILS FOR EACH CARD

INVITATION CARD:

- Hosting Information
- Couple's Names
- Date & Time
- Ceremony Location

DETAILS CARD:

- Reception Time
- Reception Venue & Address
- Accommodations Location & Contact Info
- Room Block Name
- Accommodation Reservation Deadline Date
- Transportation
- Wedding Website

RSVP CARD:

- Response Deadline Date
- Line for Names to be Written
- Accept/Decline Options
- Meal Options (*if needed*)
- Additional Events (*if needed*)

ADDITIONAL CARDS:

- Time, Location, etc. for Rehearsal or Welcome Dinner Cards (*if needed*)

DOUBLE, TRIPLE-CHECK!

Printing out your proofs will help find any errors in spelling, dates, etc. within your wedding suite. Triple-check everything before signing for your invitation suite to be sent to the printer. Have your fiancé, your parents and/or a friend double-check for any spelling or grammar mistakes. A second pair of eyes is always a good idea!

POSTAGE & MAILING

Once you have received your invitations, take a fully assembled invitation to be weighed at your local Post Office to determine the correct postage you will need for your outer envelope. Your envelopes may need to be hand stamped, depending on the bulkiness (ribbon knot, etc.). Ask a clerk to be sure. Remember to purchase your RSVP stamps as well. Once your invitations are ready to be sent, bring your invitations to your local Post Office and hand to the clerk instead of placing your invitations in your local mail box. This ensures that everything will be sent and that there are no errors with your envelopes.