



Wedding Invitation Checklist

Courtesy of www.PrintedCreationsWeddingStore.com

- (Optional) - Order blank sample(s) of invitation style(s) you like so you can see them before placing your entire invitation order.
- Gather all guest lists and calculate how many wedding invitations you will need to order.
 - Bride's list
 - Groom's list
 - Bride's parents' list
 - Groom's parents' list

REMINDER - only order 1 invitation per married couple.

TIP - Order a few extra to allow for last-minute guests and at least one for placing in your wedding album. It's cheaper to order a few more now than placing a separate, smaller order later.

_____ **Quantity of invitations to be ordered**

- Gather all the details that will be printed on your invitations such as:
 - Date and time of ceremony
 - Name and address of ceremony location
 - Correct name spellings for everyone to be listed
 - Time of reception and/or dinner
 - Name and address of reception and/or dinner location
 - Time of dance, if applicable
 - RSVP date, if applicable
- Select your invitation style.
- Select your ink color(s), typestyle(s), wording, and any other details for which you have choices.
- Decide if you will also need, or want, to order any of the following:
 - Printed Return Address on Back Flap of Outer Envelopes - Even though this costs a little extra, it will save you time and effort by not having to affix a label or handwrite the return address on each envelope. Blank outer envelopes are typically included in invitation cost.
 - Lined Inner Envelopes - If lining is chosen, the color should match the invitation color(s). Unlined inner envelopes are usually included in the invitation cost when two envelopes are provided.

- ❑ Reception Cards - Only necessary if there isn't enough space for reception information to be listed with invitation verse or as a corner copy on the invitation.
- ❑ Response Cards - HIGHLY recommended so you know how many guests will be attending. Envelopes are usually included in price and come printed with mailing address you specify.
- ❑ Informal Notes - Used as thank you notes, they usually match the invitation and contain your monogram or your names on the front with the inside left blank for your handwritten message. Blank envelopes are usually included in pricing.
- ❑ Thank You Notes - can also be ordered to match invitations (blank envelopes are usually included in price). The option is usually available to order them blank or have them printed with a verse inside.
- ❑ Printed Return Address on Back Flap of Envelopes for Informal or Thank You Notes - Even though this costs a little extra, it will save you time and effort by not having to affix a label or handwrite the return address on each envelope.
- ❑ Direction / Map Cards - Guests will appreciate directions and/or a map if they are not familiar with the area of your wedding location. You will need to provide direction information and/or map for printing on the cards. It's your choice whether you print just driving directions, a map or both on the inserted card.
- ❑ Accommodation Cards - For any guests who will be travelling a distance to your wedding and may need overnight accommodations, this card will provide information for any hotels you have contacted for possible guest reservations.
- ❑ Name Tabs - Most commonly associated with pocket wedding invitations, these ornate printed labels show the couples' names and are used to seal the pocket wrap.
- ❑ Envelope Seals - These add a nice touch to your outer envelopes making it look like they are holding down the back flap. In some instances, envelope seals may match the invitation style and may even be required as with seal and send invitations.
- ❑ Envelope Icing - To add pizzazz on the outside, this charming label wraps around one side of your envelope from front to back. The front has room for handwriting your guest's mailing address with the back showing your initials or maybe even an entire return address.
- ❑ Other printed items you may want to consider purchasing at the same time you place your invitation order:
 - ❑ Wedding Programs - for handing out at the ceremony since they usually list the order of the ceremony and the names of all those participating. You may even find a program design that matches your invitation design.
 - ❑ Menu Cards - placed on reception tables at each place setting listing all the dinner courses to be served.

- ❑ Place Cards – shows guest's name and placed on reception tables to specify seating arrangements.
 - ❑ Table Number Cards – placed in the middle of reception tables to assist with seating arrangements.
 - ❑ Rehearsal Dinner Invitations - sent out to ensure all involved know when and where the rehearsal and/or dinner will be held.
 - ❑ Personalized Napkins - can be used at the reception as cocktail napkins, dinner napkins at each place setting or used for passing out pieces of wedding cake to your guests.
- ❑ **HAVE YOU THOROUGHLY CHECKED ALL SPELLINGS, DATES, TIMES AND ADDRESSES ON ALL YOUR INVITATION ITEMS?**
- ❑ **Make any necessary corrections and PROOF AGAIN.**
- TIP - Ask one or two other people to proof as well.
- ❑ **Finalize and place your order.**
- TIP - Order early to avoid rush shipping charges and have plenty of time to assemble and address invitations for mailing.
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ADDRESSING, ASSEMBLING AND MAILING YOUR INVITATIONS

- ❑ Carefully check over your entire order as soon as you receive it to make sure all the items you ordered are included and printed correctly.
- ❑ Address all inner and outer envelopes according to your guest lists (some newer styles may only come with a single mailing envelope).
- REMINDER - Be sure to keep both envelopes together for each invitation by tucking the inner envelope under the flap of the outer envelope. If more than one person will be writing out the envelopes, be sure that the same person handwrites both envelopes in the same ink color for the guests they are assigned.
- ❑ Purchase stamps for outer envelopes and for response card envelopes or response postcards (if they will be included).
- REMINDER - Take one fully assembled ready-to-be-mailed invitation directly to a Post Office so they can weigh it and make sure you purchase the right amount of postage for each one.
- TIP - The Post Office usually has special stamp designs that are fitting for weddings if you ask for them. You can also now create your own photo stamps or purchase personalized wedding stamps to embellish your wedding invitation envelope.

- ❑ Place stamps on only as many response card envelopes or postcards as you will be sending since you probably ordered some extras.
- ❑ Assemble invitations with any inserts that will be included such as response cards & envelopes, reception cards, map/direction cards, accommodation cards, etc., placing everything inside the already addressed inner envelope or in the single mailing envelope.
- ❑ *(Skip this step if there is only one mailing envelope.)* Place stuffed inner envelopes inside of outer envelopes. **IMPORTANT** - make sure the guest name(s) on the inner and outer envelopes match for each invitation before sealing.
- ❑ Seal mailing envelopes and if you ordered decorative seals, place them over the back flap of the outer envelopes so it looks like they are holding the flaps down.
- ❑ Place stamps and return address (if envelopes weren't pre-printed) on outer envelopes that have been sealed. You'll want undeliverable invitations returned to you by the Post Office.
- ❑ Take ready-to-mail invitations directly to a Post Office to be mailed all at the same time 6 to 8 weeks before the wedding.
- ❑ Finally, after the wedding, write out and mail your thank you cards.