



WEDDING STATIONERY - Checklist

Wedding stationery includes many things from Save the Date, Invitations to the Napkins on the table. Maintain a list of all items ordering and any related details of importance around each item.

Save the Date and Invitations send out the first impressions of your wedding to your guests. Therefore you want them to reflect your style and vision of the wedding day. So, weather you select a very formal, informal or a custom one-of-a-kind design, be sure it sends the right impression to your guests.

The following is a check list of stationery items traditionally used in a wedding: (some may not apply to your plans)

INVITATIONS	TOTAL NUMBERS
➤ Outer envelope	
➤ Inner envelope	
➤ Reply envelope	
➤ Reception cards	
➤ Response Cards	
Save the Date	
Travel Information/Maps (to be included with Save the Date or Invitation)	
Accommodation Information	
Rehearsal Dinner Invite	
Morning-after Brunch	
In-Case-of –Rain	
Thank you Notes, plus envelopes	
Wedding Day Stationery	
➤ Programs for Ceremony	
➤ Directional Signage for Ceremony	
➤ Directional Signage for Reception	
➤ Church/Pew Seating Cards	
➤ Menu Cards	
➤ Reception Seating/Place Cards	
➤ Favor Labels	
➤ Coasters	
➤ Cocktail/Dinner Napkins	
Other (specific to your theme)	
Item	
Item	
Item	



When ordering your stationery, review the contract, and proofread the order before placing.

Review the following for accuracy:

- The exact wording of your invitation and all enclosures – check spelling, graphics, etc.
- The return address to be printed on all envelopes
- The mailing address to be printed on all RSVP's
- Ensure for correct paper stock and colors, ink colors to be used
- Ensure the printing style/fonts are per your choice
- Ensure your receipt includes a breakdown of all the stationery, numbers ordered, cost per item and any specific details per your request
- Check for the total price, amount of deposit due, due date and amount of balance owing
- Date order will be ready and the arrangements for pick up or delivery
- Company cancellation and refund policy
- Have a signed copy to go home with

Have the company send you a sample proof, read it carefully before giving final approval to go ahead with the order.

When your order comes in, be sure to proofread again and count for accuracy.

Take one complete invitation package to the post office to be weighed for accurate amount of postage. You may want to order custom stamps, do so at this time or purchase stamps for mailing.

Establish a location and storage container for safe keeping of all stationery supplies required for the wedding day until it is needed.