

wedding stationery checklist

your stationery checklist and approximate timeline

fixed schedule determined at first meeting, prior to start of project

1 Wedding Date: _____

2 Mail Date: _____ *(save-the-dates are optional; recommended to mail save the dates 6 to 9 months in advance before wedding date*)*

Save-the-Dates

	timing	date	tips/resources
<input type="checkbox"/> put together guest list	10–12 months before wedding		determine if you want to use formal salutations (Mr. and Mrs.) or casual (John and Jane Smith)
<input type="checkbox"/> engagement shoot	8–10 months before wedding		
<input type="checkbox"/> determine quantity			not every guest will receive a save-the-date; send 1 per household
<input type="checkbox"/> contact, meet with, and hire stationery designer	2–3 months before StD mail date 8–11 months before wedding		start early!
<input type="checkbox"/> order save-the-dates	6 weeks before StD mail date		
<input type="checkbox"/> receive save-the-dates	2 weeks before StD mail date		allow time for addressing your save-the-dates
<input type="checkbox"/> purchase stamps			usps.com or zazzle.com for customized stamps
<input type="checkbox"/> mail save-the-dates	6–9 months before wedding		

**For destination weddings, it's recommended to mail save-the-dates at least a year in advance.*

3 Mail Date: _____ *(recommended to mail invitations at least 2 months in advance before wedding date*)*

Invitation Suite

	timing	date	tips/resources
<input type="checkbox"/> finalize guest list	8–10 months before wedding		
<input type="checkbox"/> determine invitation quantity			not every guest will receive an invitation; send 1 per household
<input type="checkbox"/> determine the pieces you need for your invitation suite			see below for ideas
<input type="checkbox"/> invitation	<input type="checkbox"/> reception card	<input type="checkbox"/> gift registry card	<input type="checkbox"/> other _____
<input type="checkbox"/> outer envelope	<input type="checkbox"/> response card & envelope	<input type="checkbox"/> rehearsal dinner card	<input type="checkbox"/> _____
<input type="checkbox"/> inner envelope	<input type="checkbox"/> directions/map card	<input type="checkbox"/> thank you cards	<input type="checkbox"/> _____
<input type="checkbox"/> envelope liner	<input type="checkbox"/> accommodations card	<input type="checkbox"/> belly band/ribbon	<input type="checkbox"/> _____
<input type="checkbox"/> contact, meet with, and hire invitation designer	5–7 months before wedding		
<input type="checkbox"/> order invitations	2 months before mail date 5 months before wedding		
<input type="checkbox"/> receive invitations	1 month before mail date 4 months before wedding		
<input type="checkbox"/> purchase stamps			remember to weigh assembled invitation; visit usps.com or zazzle.com for customized stamps
<input type="checkbox"/> mail invitations	2 months before wedding		

**For destination weddings, it's recommended to mail invitations at least 3 months before wedding date.*

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4 Delivery Date: _____ (recommended to order at least 3 weeks and receive at least 1 week in advance before wedding date)

Day-of Materials

	timing	date	tips/resources
<input type="checkbox"/> determine the additional pieces you want for wedding	6-8 weeks before wedding		
<input type="checkbox"/> programs (____)	<input type="checkbox"/> appetizer sign (____)	<input type="checkbox"/> favor tags (____)	<input type="checkbox"/> _____
<input type="checkbox"/> table numbers (____)	<input type="checkbox"/> drink signs (____)	<input type="checkbox"/> mr. and mrs. signs (____)	<input type="checkbox"/> _____
<input type="checkbox"/> name/place cards (____)	<input type="checkbox"/> gift table sign (____)	<input type="checkbox"/> other _____	<input type="checkbox"/> _____
<input type="checkbox"/> menus (____)	<input type="checkbox"/> guest book sign (____)	<input type="checkbox"/> _____	(____) = amount needed
<input type="checkbox"/> provide designer with content for day-of items	6-8 weeks before wedding		schedule meetings with officiant and caterer in advance to determine final content
<input type="checkbox"/> order additional materials	at least 3 weeks before wedding		
<input type="checkbox"/> receive additional materials	1 week before wedding		some additional materials will require more assembly and can be ordered in advance

basic checklist

- save-the-dates
- wedding invitations
- response card and envelope
- map/directions card
- accommodations card
- reception card
- rehearsal dinner card
- menus
- signs at reception
- table numbers
- name/place cards
- ceremony programs
- favor tags
- thank you cards

10-12 months prior to wedding _____

contact invitation designer for save-the-dates and invitation package; create guest list

6-9 months prior to wedding _____

send save-the-dates (recommend to mail save-the-dates at least a year in advance for destination weddings)

4-6 months prior to wedding _____

hire designer; finish designs for wedding invitation suite

2-4 months prior to wedding _____

weigh finished invitations at post office; purchase postage; mail invitations; begin work on "day-of" stationery

1-2 months prior to wedding _____

organize seating chart; deliver place card list to stationery designer; create table numbers; design wedding programs and menus (if needed)

1 month prior to wedding _____

create guest favors; order thank you cards

Please note: All the dates in this document are recommendations only. We can definitely work with you and make accommodations if you are in more of a rush and have less time prior to your wedding date. Please contact us so we can create a beautiful invitation suite for your special day!