

Things to Remember – Stationery Workbook

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Stationery Recap:

Save the Date cards

A basic who, what, where, when announcement sent to get the word about to guests so they can make travel arrangements.

Invitations

Formal invite sent to all of your guests requesting their presence at your wedding. Invitations can include a number of different enclosures:

Outer envelope: Holds all enclosures, formally addressed to the recipient.

Inner envelope: Holds all contents of the formal, third-person invitation for protection during shipping.

Reception card: Specifies where and when the reception will be held.

Response card: On which your guests indicate acceptance or regrets. In self-addressed stamped envelope.

*Make sure to include an RSVP deadline.

Map/Directional: Optional insertion to help guests navigate and arrange for accommodations.

Programs

Outline of your ceremony and/or reception proceedings

Thank You Notes

Often ordered with invitations - the proper way to acknowledge a guest's presence, contribution to the wedding, and/or gift

Other miscellaneous stationery items you may need

Place cards: Designates assigned guest seating at your reception.

Menu cards: Outlines the meal that will be served during the reception.

Table cards: Indicates table number or name.

My Stationery Planner

General notes on Overall Style _____

Colors I would like to incorporate _____

Symbols I would like to incorporate _____

Save-the-dates

Paper weight, size and shade _____

Typeface/font _____

Printing Method _____

Other Design Elements _____

Wording _____

Programs

Paper weight, size and shade _____

Typeface/font _____

Printing Method _____

Other Design Elements _____

Wording _____

Invitations

Paper weight, size and shade _____

Typeface/font _____

Printing Method _____

Other Design Elements _____

Wording _____

Thank-You Notes

Paper weight, size and shade _____

Typeface/font _____

Printing Method _____

Other Design Elements _____

Wording _____

Stationers' Contact Information

Stationer 1 _____

Stationer 3 _____

Contact Name _____

Contact Name _____

Address _____

Address _____

Telephone _____

Telephone _____

Email _____

Email _____

Website _____

Website _____

Notes _____

Notes _____

Proposal _____
(note - save and attach final copy of contract with this document)

Proposal _____
(note - save and attach final copy of contract with this document)

Total Cost _____

Total Cost _____

Deposit \$ _____ Date Sent _____

Deposit \$ _____ Date Sent _____

Balance \$ _____ Due Date _____

Balance \$ _____ Due Date _____

Proposal Includes _____

Proposal Includes _____

Stationer 2 _____

Stationer 4 _____

Contact Name _____

Contact Name _____

Address _____

Address _____

Telephone _____

Telephone _____

Email _____

Email _____

Website _____

Website _____

Notes _____

Notes _____

Proposal _____
(note - save and attach final copy of contract with this document)

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Proposal Includes _____

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