

Stationery Checklist

ORDER REQUIREMENTS

Stationery Company One

Company:	Contact Person:	Telephone:
Invitations:	Qty: Cost: \$	Delivery Date: / /
Envelopes:	Qty: Cost: \$	Delivery Date: / /
RSVP Cards & Envelopes:	Qty: Cost: \$	Delivery Date: / /
Place Cards:	Qty: Cost: \$	Delivery Date: / /
ThankYou's & Envelopes:	Qty: Cost: \$	Delivery Date: / /
Order of Service Sheets:	Qty: Cost: \$	Delivery Date: / /
Hymn Sheets:	Qty: Cost: \$	Delivery Date: / /

Stationery Company Two

Company:	Contact Person:	Telephone:
Invitations:	Qty: Cost: \$	Delivery Date: / /
Envelopes:	Qty: Cost: \$	Delivery Date: / /
RSVP Cards & Envelopes:	Qty: Cost: \$	Delivery Date: / /
Place Cards:	Qty: Cost: \$	Delivery Date: / /
ThankYou's & Envelopes:	Qty: Cost: \$	Delivery Date: / /
Order of Service Sheets:	Qty: Cost: \$	Delivery Date: / /
Hymn Sheets:	Qty: Cost: \$	Delivery Date: / /

Stationery Company Three

Company:	Contact Person:	Telephone:
Invitations:	Qty: Cost: \$	Delivery Date: / /
Envelopes:	Qty: Cost: \$	Delivery Date: / /
RSVP Cards & Envelopes:	Qty: Cost: \$	Delivery Date: / /
Place Cards:	Qty: Cost: \$	Delivery Date: / /
ThankYou's & Envelopes:	Qty: Cost: \$	Delivery Date: / /
Order of Service Sheets:	Qty: Cost: \$	Delivery Date: / /
Hymn Sheets:	Qty: Cost: \$	Delivery Date: / /

Stationery Timeline

WHEN AND WHAT TO ORDER

Six Months

- Browse through magazines and the Internet to get ideas on styles and colours.
- Visit many stationery stores where they will have many designs on display.
- Choose your invitation style to match that of your overall wedding style.
- If you're DIY, start to experiment with different fonts and paper stocks.
- Choose your stationery colour, style and design.
- Decide what your stationery requirements are ie; invitations, thank you cards, RSVP cards, ceremony booklets, reply cards.
- Prepare the wording for your invites and other stationery.
- Work in conjunction with your guest list to find the number to be ordered.
- If you're having them printed, get quotes for stationery requirements.
- Place your order with your stationer and find out an approx delivery date.

Three Months

- Work out your mailing list. Keep a copy for your thank you cards.
- Fine tune your stationery design.
- Finish your invitation wording and proof read it, AND proof read it...
- Send invites to out of town guests.

Two Months

- Have your registry cards ready to send out with all invitations & RSVP cards.
- Now is the time to send all invites.

Two Weeks

- Make finishing touches to bombonieres
- Organise your place cards to be sent to your venue to be placed on the day.

On The Day

- If your venue or wedding decorator is not doing so, have someone appointed to set up any place cards, bombonieres and any table arrangements or scatters for your table settings.
- Also have the venue place a copy of the table seating arrangement at the front door of the reception venue.