Your Wedding Planner

stationery

Think carefully about the style of your invite as it will set the tone for your whole wedding, giving your guests an indication of the level of formality and what to expect.

stationery supplier

Company
Contact
Address

Phone *Mobile*
Email
Website
Number of guests
Number of invitations to order
Delivery/to be collected by
Delivery *date*
Delivery address
TOTAL PRICE
Deposit *date due*
Balance *date due*

style

Design ideas

Theme
Size *price*
Border
Motif
Colour/s
Background colour/s
Lettering colour/s
Typeface *price*
Calligraphy *price*
Embossing *price*
Type of paper (e.g. matte, glossy, transparent)

other stationery

Numbers and price required
- ☐ Envelopes *price*
- ☐ Thank-you cards *price*
- ☐ Place name cards *price*
- ☐ Menu cards *price*
- ☐ Guest book *price*
- ☐ Invitation reply cards *price*
- ☐ Keepsake album *price*
- ☐ Photograph album/s *price*
- ☐ Order of service *price*

presentation

- ☐ Shells *price*
- ☐ Ribbon *price*
- ☐ Wax seal *price*
- ☐ Photograph/s *price*
- ☐ Boxes *price*
- ☐ Stickers *price*
- ☐ Other *price*

top tips

- ❤ You only need one invitation per couple; children over the age of 16 should receive their own.
- ❤ Be sure to include the officiant, parents, the bestman, bridesmaids, ushers and attendants on your list, and have a few spares.
- ❤ Ask your guests to advise you of any special requirements, such as vegetarian/gluten-free diets, wheelchairs and highchairs.
- ❤ You may want to include maps for the ceremony and reception venues with your invitations.
- ❤ Remember to proofread everything for spelling, grammar, spacing and punctuation mistakes.

notes

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