



WEDDING INVITATION CHECKLIST

The Quick and Easy Guide to mark paperie off your to-do list
so you can get back to cuddling on the couch with your sweetie!

stationery: @tastefullyyours.ink

venue: @abbeyinnandspa | planner: @roganandcoevents | floral: @maple_field_floral | photo: @lizzieburgerphoto



Hello

I'M TRACEY SCHOR

I'm so glad that we've found each other, and I hope that this download is helpful for you! Before I forget my manners, I'd love to introduce myself to you!

While my fancy official titles are founder, stationer, designer, and artist, my passion is creating the heirloom designs that tell your love story on paper, that you will treasure and show to your grandchildren someday.



SO WHY DID I GET INTO STATIONERY?

You see, when I started looking for my own wedding invitations, I realized how mass-produced the stationery industry is. Our love story is unique & special, so how could the suite that would invite our closest friends and family to our special day be impersonal, mass-produced and just like everyone else's invitations?

I didn't want to settle for something that was "just okay", and you shouldn't have to either.

I serve up pretty paper from Poughkeepsie, the heart of the Hudson Valley, where I live with my husband, our six year old son, and a farm full of horses, cows, goats, chickens, and a donkey (his name is Donkey, lol).

I've been serving couples all over since 2016, and have been honored to have had my work featured online and in print at places like Westchester/ Hudson Valley Weddings magazine, Bethrothed Magazine, Here Comes the Guide, Brides & Weddings Magazine .

Sound like we could be paper besties? Follow me on Instagram @tastefullyyours.ink or send me an e-mail at: hello@tastefullyyoursdesignstudio.com !

BEST, *Tracey*

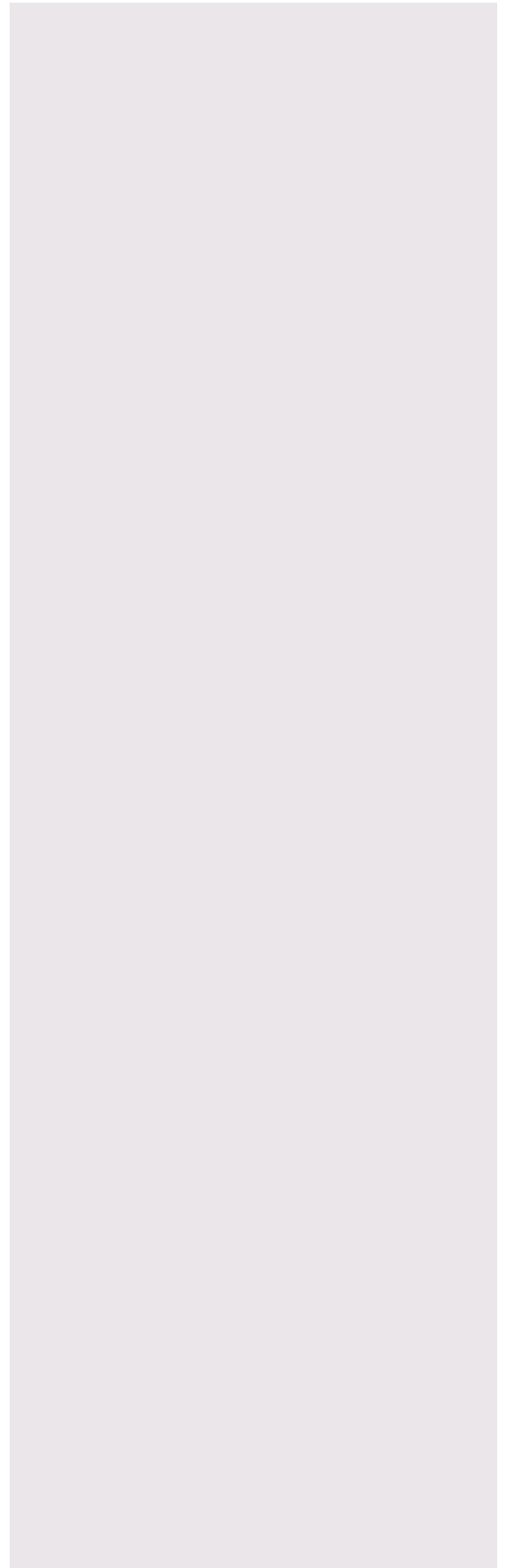
WEDDING INVITATION TIMELINE

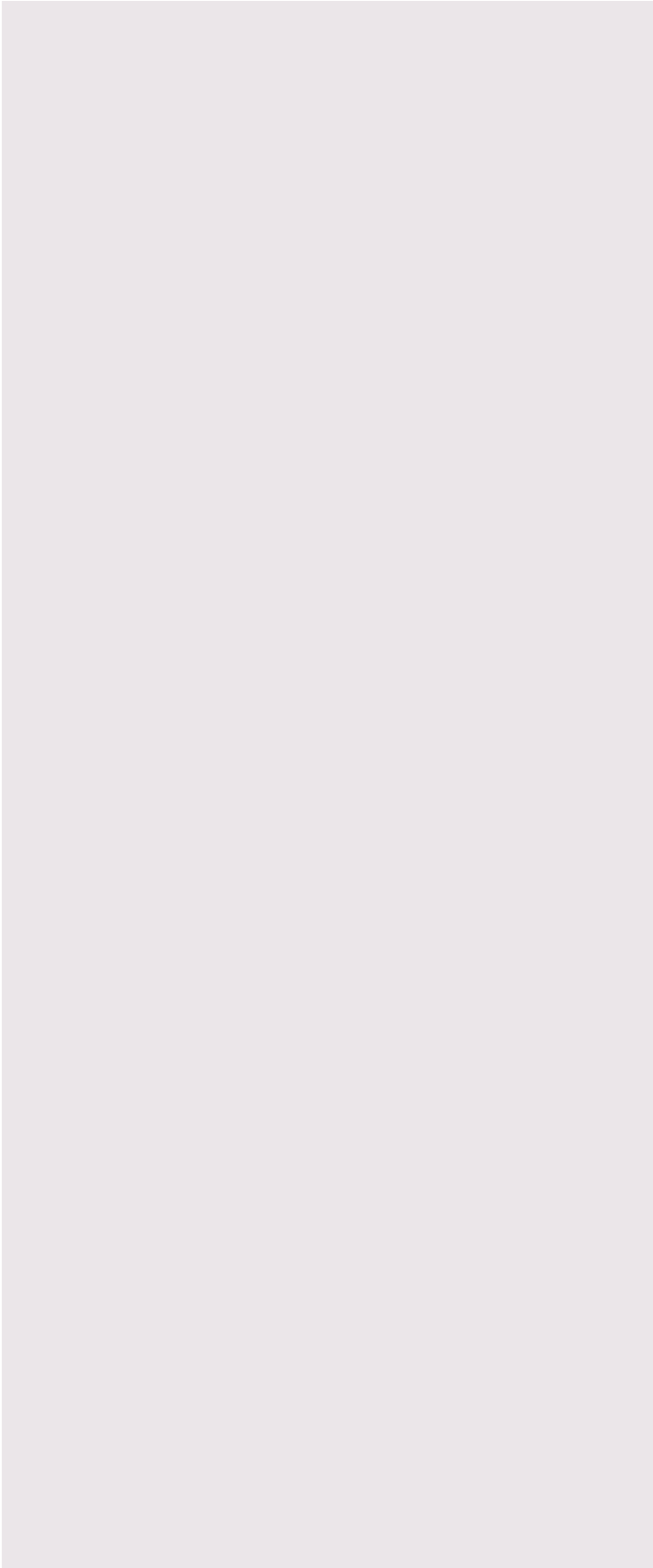
- ☐ Send your wedding invitations out 6-8 weeks before your wedding day. If your wedding is out of the country or on a holiday weekend, you may want to increase that time to 8-10 weeks. This is also when it is very important to have sent them a Save the Date!
- ☐ Sooner is not necessarily better - give your guests enough time to RSVP by your requested date, but not so much time that they set it aside and forget.
- ☐ You'll want to book your stationer & calligrapher 6-8 months before you want to send out your invitations. Popular wedding months fill up fast, so the sooner you do this the better!

WEDDING INVITATION CHECKLIST

- ☐ Your Names - you don't have to include your middle names, but you should have your first & last names on the invitation somewhere (even if just as part of your parent's name) so there isn't any confusion about whose wedding your guest is being invited to
- ☐ Hosting Line - traditionally this is the bride's parents, but in today's modern world it can be the couple, the groom's parents, or someone else entirely!
- ☐ Date of Ceremony - this should be spelled out, and make sure to include the day of the week!
- ☐ Time of Ceremony - this should be the actual time the ceremony will start. Most guests know to arrive 15-30 minutes early, so giving a "fake" start time so people aren't late might mean guests are sitting around for 45-60 minutes before your ceremony starts - which is not fun!

NOTES





- ☐ Location of Reception - you need to include this only if different than your ceremony venue!
- ☐ Time of Reception - this would only be included if your reception starts several hours after your ceremony
- ☐ RSVP Request - make sure you are clearly asking your guests to RSVP, and letting them know where, and by when to do so!
- ☐ Entree Options - if you are giving your guests an option to choose their entree, make sure to include a place to initial their choice!
- ☐ Accommodations/Travel Information - if you've booked room blocks for your guests, or have a bus to take them from the ceremony to the reception - you can include that on your invitation or on your wedding website!
- ☐ Wedding Website - if you have a lot of information but don't want to clutter your invitation, you can include the address to your wedding website on your details or response card for your guests to visit for additional information. This should only be used for non-crucial information - not things like your wedding date & time!



WHAT TO CHECK ON YOUR ENVELOPES NOTES

- ☐ Did you put a stamp on your RSVP envelope?
This will make it easier for your guests to get their responses to you quickly!
- ☐ Is your (correct) return address on your RSVP envelope? Can you imagine all your RSVPs going to the wrong address? Eek!
- ☐ Do you have the correct postage on your invitation envelope? Make sure you take a completed invitation to the post office to have them weigh it. This means that all wax stamps, enclosures, etc. need to be in the envelope when it is weighed as adding weight or bulk changes postage requirements. Double check it with the post office again before you drop them all in the mail!
- ☐ Double-check the spelling of your guest addresses. Make sure that apartment numbers are included (if needed), and that the guest has not moved since you last got their address!
- ☐ Is the return address on the back of your invitation correct? This is not only where the invitations will go if they are undeliverable, but this is often where guests will mail gifts to - so make sure this address will be current through your wedding day!

NOTES

HOW MANY SHOULD I ORDER?

- ☐ Keep in mind that the # of guests does not equal the # of cards you need as two guests may live at one address – count addresses, not guests!
- ☐ If you have a “secondary” or “B” list – have those invitations addressed & ready to go in the mail as soon as you receive regrets from other guests. You want to send these as soon as possible so no feelings are hurt.
- ☐ Add 1-2 extra full suites with all the bells and whistles (calligraphy, wax stamps, etc.) for you to bring with you on your wedding day for your photographer to style & photograph! This can also double as a keepsake suite for you.
- ☐ From there, add 10-15 extra in case you have any last minute additions, and so you have a few extra for the two of you/your families to keep!



READY TO CHECK INVITATIONS OFF YOUR LIST?

We create heirloom invitations that will tell your love story through custom designs elements. Sounds like a sigh of relief? Visit our website to book your free bridal consultation today!
www.tastefullyyoursdesignstudio.com