

WEDDING PLANNER

6-9 MONTHS PRIOR TO WEDDING

Set a Budget

Create Guest List

Send Save the Dates

4-6 MONTHS PRIOR TO WEDDING

Select Wedding Invitations including Response Cards, Envelopes, etc.

- Print Method and design style
- Select the enclosure envelope to support content
- Include extra direction cards or reception cards as needed

Hire a Calligrapher

- White ink options for darker envelopes
- Calligraphy pens available - or take a class
- Order extra envelopes

Purchase Labels

- Pre-printed label options
- Label sheets in a variety of PS colors and styles
- Downloadable templates online

Address Embosser or Custom Self-Inking Stamp

- Order embosser plates for use on invitations and thank you cards
- Select ink color replacement pads for stamp machine

Line Envelopes

- Emboss the envelopes before lining your envelopes
- Order liners or purchase paper, template kit & tape runners

2-4 MONTHS PRIOR TO WEDDING

Postage

- Bring finished invitation sample to post office for weighing
- Purchase pretty stamps

Stamp and Mail Invitations

1-2 MONTHS PRIOR TO WEDDING

Traveling Guests

- Create guest goodie bag

Create Table Numbers / Names

- Add table numbers or names using stamping, stenciling or printing

Make or purchase Wedding Party gifts

Order or make your Wedding Program

- Names of attendants and flow of event
- Folded booklet styled program with ribbon tie or twine finish

Work with Caterer on Menu

- Print menu

1 MONTH PRIOR TO WEDDING

Organize Seating Chart

Write out escort/place cards (or deliver with list to calligrapher)

- Consider color accents, stamping or other identifier for food preferences

Create Favors for Guests

- Options available depending on idea or theme: cello bags, favor boxes, glassine envelopes, muslin or paper goodie bags
- Purchase complementing inkpads, stamps, heat tool & embossing powders, tape runners, etc. for DIY options

Order Personalized Stationery for Thank You Cards

- Order return labels for ease in sending
- Use embosser or custom self-inking stamp

Purchase Guest Book

- Purchase elegant pen for writing

Purchase Photo Albums

- Small albums for previewing images as gifts for the parents
- Larger albums for final display of all your event and honeymoon photos

WEDDING CHECKLIST

SAVE THE DATES

- Order photo cards or make your own
- Travel Information
- Printable Magnet Paper
- Envelopes

INVITATION SUITE

Will you be printing & assembling?

- Ceremony Invitation
- Reception Invitation
- Response Card
- Map & Directions
- Activity/Itinerary Card
- Accommodations Info
- Valet Parking Card
- Website Info
- Downloadable Printing Templates
- Seal & Sealing Wax
- Envelopes

BRIDAL SHOWER

- Event Invitation
- Bridal Registry Info
- Hostess Gifts & Thank You Notes

WEDDING WEEKEND EVENTS

- Welcome Dinner
- Post Wedding Brunch
- Rehearsal Dinner

DAY OF EVENT

Will you be printing & assembling?

- Menus
- Programs
- Place Cards
- Table Tents
- Favor Boxes
- Table Center Piece
- Chair Cards

KEEPSAKES

- Photo Album
- Guest Book
- Monogram Embosser

CORRESPONDENCE STATIONERY

- Thank You Notes
- Envelopes
- Address Labels
- Address Embosser

DON'T FORGET

- Rubber Stamps
- Crafting Tools
- Ribbon & Embellishments
- Gift Bags
- Gift Tags
- Just Married Signs