

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 the Event

Will you be printing and 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