

PLANNING: SUGGESTED TIME FRAMES

1: As early as you like in advance:

Start to research different styles for wedding stationery. Start to think about colours, types of paper/card and all the matching accessories you might want. Decide if you will have the necessary equipment/time/patience/creativity to do it yourself or if friends can help you out with certain aspects. Compare prices and work out budgets

2: Ideally at least 3 months before your wedding:

Make decisions on style, colours, themes, etc (we can make up samples according to your specifications to help you make these decisions!).

3: Around 10 weeks before your wedding:

Pay your deposit (approx 50%) for invitations, RSVPs and envelopes – other items can be ordered now or later. Make sure you order some spares for any extra guests. We will then obtain the stock to produce them. In the meantime, work on your guest list – it takes longer than you might think to confirm correct spelling of names, complete addresses and postcodes. These details are important for such a special occasion.

4: About 2 months before your wedding:

We will be assembling/finishing your invitations (and RSVPs, if required). Please allow a little extra time for us to personalise items with your guests' names and/or to address your envelopes if necessary.

5: 6-8 weeks before your wedding:

Collect your finished invitations and pay the balance. Send out your invitations (the RSVP date should be about 1 month before the wedding date).

6: 4-5 weeks before your wedding:

Additional guests may still be invited (if, for example, others have replied that they are unable to attend).

7: About 1 month before your wedding:

Estimate the number of guests who will be attending. Decide on which items you will need for the ceremony and for the function, if not provided by the reception venue. We can provide Order of Service booklets, place cards, menu cards, bomboniere boxes or organza bags, table numbers, seating plans, Thank You cards, etc. Pay 50% deposit so we can order the stock (if we are printing your Order of Service, we would like the file emailed or provided to us on CD or disk as soon as possible).

8: 3 weeks before your wedding:

Finalise your guest list for actual attendees. Menu details/seating plans need to be provided to us if we are doing these for you.

9: 2-3 weeks before your wedding:

We will be making up all your function stationery. Final numbers and details should all be correct.

10: 1-2 weeks before your wedding:

Collect your completed stationery items and pay the balance. Cross it off your list – it's done!

On the day:

Relax and enjoy yourselves! Savour every moment of your special day.

After the honeymoon:

Send out Thank You notes/cards to your guests.