

# Wedding INVITATION & STATIONERY TIMELINE



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"STATIONERY DESIGNS WITH THE CLIENT'S VISION IN MIND"

WEDDING DATE : \_\_\_\_\_

NUMBER OF GUEST : \_\_\_\_\_

BUDGET: \$ \_\_\_\_\_

WEDDING LOCATION : \_\_\_\_\_

COLOR SCHEME : \_\_\_\_\_

WEDDING THEME : \_\_\_\_\_

## 9 - 12 MONTHS

\_\_\_ Set a date, create your budget and secure the wedding venue.

\_\_\_ Create your guest list and begin gathering addresses.

\_\_\_ Schedule an appointment with a Stationer to discuss your wedding stationery needs:

- Pre-Wedding Stationery (Save the Dates and Invitations).
- Day - of - Wedding Stationery (Programs, Menu Cards, Place Cards, Table Numbers, Favor Tags).
- Post-Wedding Stationery (Thank You Cards and Wedding Announcements).

## 6 - 9 MONTHS

\_\_\_ Review and finalize your guest list.

\_\_\_ Finalize your custom save the dates design choices.

\_\_\_ Place your order and begin mailing out your save the dates.

## 3 - 6 MONTHS

\_\_\_ Finalize your custom wedding invitation design choices and place your order.

\_\_\_ If hiring a Calligrapher, be sure to send over your guest list, mailing and R.S.V.P. envelopes in advance.

\_\_\_ Upon receipt of your invitations, visit the Post Office to inquire about their wedding invitation mailing procedures as well as to purchase postage for R.S.V.P. envelopes.

## 6 - 10 WEEKS

\_\_\_ Begin mailing out your wedding invitations.

\_\_\_ Begin gathering details for your Day - of - Wedding Stationery (Ceremony Programs):

- Discuss Order of Ceremony with Officiant.
- Gather names of bridal party. (Parents of the Bride/Groom, Bridesmaids, Groomsmen, etc...)
- Determine what details will be included in the program (i.e. Memorials, Musical Selections, etc...)

## 3 - 6 WEEKS

\_\_\_ Track your incoming response cards.

\_\_\_ Finalize your headcount with the venue and order Day - of - Wedding Stationery (Programs, Menu Cards, Place Cards, Table Numbers, Favor Tags, etc...)

## POST-WEDDING (2 - 3 MONTHS AFTER)

\_\_\_ Order and begin mailing out your thank you cards and wedding announcements.