



# A Handy Wedding Stationery Guide

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*written by the hip ink*



# This Guide Includes

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- ✓ **Wedding Stationery Checklist**

- ✓ Why to Have Wedding Stationery
- ✓ Before The Wedding List
- ✓ Wedding Invitation Set
- ✓ Wedding Day Items
- ✓ Wedding Stationery For After The Wedding
- ✓ Other Optional Wedding Stationery

- ✓ **Wedding Invitation Wording Samples**

- ✓ The Importance of Wording
- ✓ Traditional Wording
- ✓ Casual Wording

The background of the entire page is a repeating pattern of stylized tropical leaves, possibly palm fronds, in a dark teal or navy blue color. The leaves are arranged in a way that they appear to be growing from the bottom and sides, framing the central content area. The central content area is a white rectangle with a thin dark teal border. Inside this rectangle, the text "Wedding Stationery Checklist" is written in a dark teal, elegant script font. Below the text is a short horizontal line of the same color. A thin, light teal horizontal line is also visible on the right side of the page, intersecting the leaf pattern.

# Wedding Stationery Checklist

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# Why To Have Wedding Stationery

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Wedding stationery is an essential part of your wedding decor, and it isn't just about the wedding invitations, you're going to need rsvp cards, table plans, menus and place cards just to start. This is the complete list to get you thinking about what wedding stationery you will need

While most people think of the wedding stationery as being the invitation and the various bits at the ceremony and reception, there are a number of items of stationery you may require to get the party started - these are all optional, but may be of interest depending on the celebration you're planning.



# Before the Wedding

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- ✓ Engagement Party Invitations (Optional)

To announce the couples engagement or an invitation to the engagement party. Be sure to only invite those guests who you plan on inviting to the big day.

- ✓ Be My Bridesmaid Cards (optional)

You're going to need your best girls around for help and support - sending a Be My Bridesmaid card is a lovely gesture.



# Before the Wedding

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## ✓ Hen Party Invitations (optional)

If you're having a particular theme for your hen party, it could be fun to send a card to the hens to set the tone.

## ✓ Save The Date Cards (optional)

A Save the Date signifies to the guest that they are invited to attend your event and should "save the date". Save the Date cards are not official invitations, they simply give the bride and grooms names, the date and some brief details of the location, town or area town the wedding will be held and notification that the formal wedding invitation will follow. Save the Date cards are perfect for couples who need to give their guests advance notice of the wedding, particularly useful if you are getting married abroad or are inviting guests from abroad so they may begin to make travel plans.



# Before the Wedding

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## ✓ Wedding Invitations

Invitations are the most important piece of your wedding stationery. They invite your guests to your wedding ceremony and the following reception and inform them of the date, time etc.

## ✓ RSVP Cards (Wedding Acceptance/Wedding Regret/Response Cards)

Sent with your invitations, these cards allow guests to tell you whether they are attending or not.



# Wedding Invitation Set

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- ✓ **Direction Information (Maps & Accommodation Information)**

Maps and direction information is useful to help out of town guests with the location of your church/ceremony venue and reception venue. Accommodation information contains contact details and web references for local hotels or B&B's for guests who may require it.

- ✓ **Evening Invitations/ After Invites**

For additional guests that may not be attending the ceremony. Evening Invitations are formal invites for the wedding reception and celebration only.

- ✓ **Wedding Events Itinerary Insert (Optional)**

This card lets the guests know if there are other activities planned prior to or following the wedding ceremony and reception, such as a welcome party, a dinner the night before, or a second day bbq. Particularly useful for a 2 or 3 day wedding, or if the wedding location is far from home/abroad.





# Wedding Invitation Set

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## ✓ Order of Service/Ceremony Booklet

The order of service/ceremony booklet is used for the wedding service and contains the names of the bridal party, name of the officiant, the plan and songs, music etc. These differ greatly between various religions and can also be used for civil ceremonies. Additional information could be added to make the program more personal to the day such as quotes or poems, bios of the bridal party, "in memory of" tributes to loved ones who have passed on, or a thank you to the parents and guests.

## ✓ The Wedding Program/Reception Program (Optional)

This informs guests of how the evening/reception will unfold from the meal to the speeches that will be made, the cutting of the cake and the first dance. At Irish weddings this isn't very usual, but sometimes is written as a blackboard sign. Helpful if you have lots of things planned, or a venue with many rooms.



# Wedding Invitation Set

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## ✓ Seating Plan/Table Plan

Seating or table plans are on display at entrance of the reception area and show your guests a plan of the table layouts so they can easily find their seat. These can correspond with the place cards or escort cards and the table numbers (names).

## ✓ Place cards

Place cards are placed at the seat of each guest and inform him or her where to sit. These can form part of a favour left for each guest.

## ✓ Escort Cards (optional)

The same idea as place cards, escort cards are more usual in the US, but allow more creativity than place cards so are starting to be seen at Irish weddings. They are used to assign each guest to their seat at the wedding reception. This can correspond with the table/seating plan.



# Wedding Invitation Set

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## ✓ Table Numbers/Table Names

Placed on each table, table numbers or names are used to identify the table to your guests, so that when they pick up their escort card, they can immediately recognize the table card that matches it.

## ✓ Menu

The Menu Card informs the guests of the meal ahead. It can contain the food options or the set menu and choices for those with dietary restrictions. They are not essential for a buffet or if you are having a relatively short wedding reception with appetizers.



# Wedding Stationery for After the Wedding

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## ✓ Thank You Cards

Thank you cards are sent to your guests shortly after the wedding, thanking them for their gift and for attending your wedding. Thank you cards are also used to thank bridesmaids, flower girls and the host of your hen party.

## ✓ Wedding Announcements

To announce the couples marriage to family and friends if couple have a small intimate ceremony or elope.

## ✓ Change of Address Cards ( Optional)

Change of address cards can be useful if the bride or groom has changed their residence following the wedding.





# Other Optional Wedding Stationery

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If you're planning a lot of venue decor ideas at your wedding, like having a candy bar or dessert table, a photo booth, baskets in the bathrooms, a fingerprint guest book etc, then you need to think about appropriate signage and stationery for it. There's nothing worse than a hands crawled or word/clipart sign to ruin all your great work. Worse, with no signage people mightn't even use what you've created. Common things you may need include:

- |                      |                       |                          |
|----------------------|-----------------------|--------------------------|
| ✓ Welcome Sign       | ✓ Wedding Guest Book  | ✓ Signage ( this can     |
| ✓ Program Display    | ✓ Wedding Favour Tags | indicate buffet choices, |
| ✓ Aisle Markers      | ✓ Sweet Buffet        | drinks choices, men's    |
| ✓ Vow Books          | Tags/Labels           | and ladies' rooms -      |
| ✓ Dinner Table Decor | ✓ Dessert and Cake    | basically any spot you   |
| ✓ Wishing Tree Tags  | Displays              | can think to customize)  |

The background of the entire image is a repeating pattern of stylized tropical leaves, possibly palm fronds, in a dark teal or navy blue color. The leaves are arranged in a way that they appear to be growing from the bottom and sides, framing the central text area. The pattern is dense and covers the entire background.

# Wedding Invitation Wording Samples

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# Why Wording is Important?

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You can have the most gorgeous invites ever, but when it comes down to it, they need to be informative.

They should spell out all essential wedding info—who's getting married, who's hosting, and where and when the ceremony will take place. If your wedding style is more unique or modern, feel free to express that by breaking a few rules. Your wedding invitation is the first impression guests will have of your wedding, so it should sound like you.

# Traditional Wording

- ✓ A couple of tips: If the bride's parents are hosting, it's customary to leave off the bride's last name. But in the case of a bride having a different last name than her parents, her full name should be used. If the groom's parents are involved, the bride's last name should be included. In its simplest form, this is the standard wording template.

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*Mr. and Mrs. John L. Smith*  
*request the pleasure of your presence*  
*at the marriage of their daughter*  
*Heather Marie*  
*to*  
*Michael Francis Jacobson*  
*Saturday, the seventeenth of May*  
*two thousand and nineteen*  
*At six o'clock in the evening*  
*Plaza Hotel*  
*New York, New York*  
*Reception to follow*





# Traditional Wording

- ✓ **If one set of parents is hosting:** Since you're including the bride's parents' names on the invitation, you do not need to list the bride's last name (unless she has a different last name than her parents). On the following line, the groom's entire name should be written out.
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## Formal

*Mr. and Mrs. John L. Smith  
request the pleasure of your company  
at the marriage of their daughter  
Heather Marie  
to  
Michael Francis Jacobson  
Saturday, the seventeenth of May  
two thousand and nineteen  
at half past four in the afternoon*

## Casual

*John and Eliza Smith  
invite you to share in their joy at the marriage of  
their daughter  
Heather Marie  
to Michael Francis Jacobson  
Saturday, May 17, 2019  
at 4:30 in the afternoon*

# Traditional Wording

✓If both sets of parents are jointly hosting: List the bride's parents and groom's parents on separate lines, starting with the bride's. Since both last names are included in the greeting, you don't need to use either the bride's or groom's last name. Of course, the same exception we mentioned above would apply here if either the bride or groom has a different last name than their parents. In that case, list out the full bride's or groom's name, in addition to the full names of the parents.

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## Formal

*Mr. and Mrs. John L. Smith &  
Mr. and Mrs. Mark Franklin Jacobson  
request the honor of your presence  
at the marriage of their children  
Heather Marie  
and  
Michael Francis  
Saturday, the seventeenth of May  
two thousand and nineteen  
at half past four in the afternoon*

## Casual

*John and Eliza Smith  
along with Mark and Sally Jacobson  
invite you to share and celebrate at the marriage  
of their children  
Heather Marie  
and Michael Francis  
Saturday, May 17, 2019  
at 4:30 in the afternoon*

# Traditional Wording

✓ **If you're hosting:** If you're paying for the wedding yourselves, the greeting skips the host line and begins with the request line.

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## Formal

*The honor of your presence  
is requested at the marriage of  
Heather Marie Smith  
to Michael Francis Jacobson  
Saturday, the seventeenth of May  
two thousand and nineteen  
at half past four in the afternoon*

## Casual

*Heather Marie Smith &  
Michael Francis Jacobson  
invite you to share in their joy at their  
wedding  
Saturday, May 17, 2019  
at 4:30 in the afternoon*



# Interested in Getting Wedding Stationery?

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Download this [Free Template](#) to calculate  
your needs and budget!