

# 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