

STATIONERY ORDER PLANNER

Planning and organising a wedding can be stressful to say the least! We want to do our best to make ordering your Invitation Suite as easy as possible. This planner helps to cover all bases, simply fill it in and we'll do the rest. Use our Guest List Planner to work out your quantities.

1. Fill in quantities required.

Day Time Numbers

SINGLE GUESTS	<input type="text"/>	COUPLES	<input type="text"/>	FAMILIES	<input type="text"/>	TOTAL	<input type="text"/>
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Evening Reception Numbers

SINGLE GUESTS	<input type="text"/>	COUPLES	<input type="text"/>	FAMILIES	<input type="text"/>	TOTAL	<input type="text"/>
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2. Choose your items - how many of each?

SAVE THE DATE	<input type="checkbox"/>	RSVP (ELECTRONIC RESPONSE)	<input type="checkbox"/>
DAY INVITATION	<input type="checkbox"/>	RSVP (POSTAL WITH ENVELOPE)	<input type="checkbox"/>
EVENING INVITATION	<input type="checkbox"/>	INFORMATION CARD	<input type="checkbox"/>

3. Finishing Touches - how many of each?

PATTERNED ENVELOPE LINER	<input type="checkbox"/>	WAX STAMP	<input type="checkbox"/>
RETURN ADDRESS STICKER	<input type="checkbox"/>	PERSONALISED WAX STAMP	<input type="checkbox"/>
TASSEL	<input type="checkbox"/>	VELLUM WRAP	<input type="checkbox"/>
PREMIUM PAPER CLIP	<input type="checkbox"/>	RIBBON / STRING TIE	<input type="checkbox"/>
BULLDOG CLIP	<input type="checkbox"/>	PAPER BELLY BAND	<input type="checkbox"/>

4. Essential Information - fill in the wording you would like on each item - don't forget to check spellings!

Save the Date

YOUR NAMES:.....
(AS YOU WOULD LIKE THEM TO APPEAR ON THE SAVE THE DATE)

WEDDING DATE:.....

WEDDING VENUE:.....
(OPTIONAL)

EXTRA INFORMATION:.....

Invitation

YOUR NAMES:.....
(AS YOU WOULD LIKE THEM TO APPEAR ON THE INVITATION)

PARENTS NAMES:.....
(OPTIONAL)

CEREMONY TIME:.....

CEREMONY LOCATION:.....

VENUE LOCATION:.....

EVENING RECEPTION TIME :.....

EXTRA INFORMATION:.....

.....

RSVP

RSVP RETURN DATE:.....

ATTENDING OPTION:.....
(AS YOU WOULD LIKE IT TO BE WORDED)

NOT ATTENDING OPTION:.....
(AS YOU WOULD LIKE IT TO BE WORDED)

HOW TO RSVP: POSTAL CALL / TEXT / EMAIL

POSTAL RETURN ADDRESS:.....

CALL / TEXT / EMAIL DETAILS :.....

EXTRA INFORMATION: SONG REQUEST DIETARY REQUIREMENTS

Information Card

TRAVEL:

HOTEL:

GIFT INFO:

CHILDREN:

5. On the Day** - which pieces do you require? Please fill in the quantities.

ORDER OF SERVICE

PLACE NAMES

SEATING PLAN

MENUS

WELCOME SIGN

FAVOURS

TABLE NAMES

OTHER

PLEASE SPECIFY

Order of Service

If you require an Order of Service or a Ceremony Card we will create this from scratch for you, based on the level of information you wish to include.

This could just be a personalised Ceremony Card with the names of the wedding party included, and perhaps the details of music played, through to a full Order of Service complete with all readings and music or hymns.

**These can be added at a later date closer to your Big Day, but please note we require a minimum 1 month's notice before your Wedding Date.

Seating Plan - Please double check all spellings

TABLE NAME

Guests at this Table :
- Please write names as you would like them to be written on the plan
- Recommended to use full names

Place Cards - do you want just first names or full names on each Place Card?

FIRST NAME ONLY

FULL NAMES

Menu

STARTER:

MAIN:

DESSERT:

EXTRA INFO:

Favours

Extra Items / Comments