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PAPER SHOP

WEDDING STATIONERY

checklist

A COMPLETE LIST OF ALL THE THINGS YOU WILL NEED FOR YOUR WEDDING STATIONERY AND A TIMELINE FOR WHEN TO GET IT ALL DONE.



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YOUR INVITATIONS ARE MORE THAN JUST PAPER

AFTER YOU'VE SPENT COUNTLESS HOURS, SLEEPLESS NIGHTS AND WORKED ON YOUR WEDDING LIKE IT'S YOUR FULL TIME JOB - YOU WANT TO ENSURE THAT YOUR STATIONERY SETS THE PERFECT TONE FOR THE EVENTS TO COME. IT'S A VITAL PIECE OF THE PUZZLE, AND WHEN DONE RIGHT - WILL FACILITATE A SMOOTH, EASY EXPERIENCE FOR YOUR GUESTS. WHEN DONE WRONG, YOU'LL BE DEALING WITH MONTHS OF CONFUSION AND HEADACHES THAT ARE EASY TO AVOID WITH A LITTLE PLANNING AHEAD!

LET'S MAKE SURE THIS GOES WELL.

Thankfully, you're in good hands.

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IMPORTANT TIMELINES

you don't want to miss!

12 MONTHS +

- [ ] MEET WITH STATIONERY DESIGNER
- [ ] ORDER SAVE THE DATES

9-12 MONTHS

- [ ] MAIL OUT SAVE THE DATES
- [ ] ORDER WEDDING INVITATIONS (IF YOU HAVEN'T ALREADY!)

5-6 MONTHS

- [ ] APPROVE INVITATIONS FOR PRINTING
- [ ] PAY OFF FINAL BALANCES

4 MONTHS

- [ ] SUBMIT GUEST ADDRESS LIST
- [ ] BEGIN DISCUSSING DAY-OF STATIONERY

3 MONTHS

- [ ] MAIL OUT WEDDING INVITATIONS

6-8 WEEKS

- [ ] FINALIZE ORDER OF DAY-OF ITEMS
- [ ] BEGIN COMPILING GUEST RESPONSES

4 WEEKS

- [ ] FINALIZE GUEST LIST & SUBMIT LAST DETAILS NEEDED FOR DAY-OF
- [ ] APPROVE DAY-OF ITEMS FOR PRINTING

1 WEEK

- [ ] PICK UP DAY OF STATIONERY ITEMS
- [ ] BRING ITEMS TO VENUE OR GIVE TO PLANNER TO INSTALL DAY-OF.

4 WEEKS AFTER

- [ ] ORDER THANK YOU CARDS

8 WEEKS AFTER (OR LESS)

- [ ] MAIL OUT THANK YOU CARDS

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CHECKLIST OF STATIONERY ITEMS

For Sure

MAILED PRODUCTS

- [ ] SAVE THE DATES
- [ ] WEDDING INVITATIONS
- [ ] THANK YOU CARDS
- [ ] BRIDAL SHOWER INVITATIONS

DAY-OF STATIONERY

- [ ] SEATING CHART OR PLACE CARDS
- [ ] MENUS
- [ ] TABLE NUMBERS
- [ ] CEREMONY PROGRAMS
- [ ] FAVOUR TAGS
- [ ] WELCOME SIGN
- [ ] BRIDAL SHOWER DAY-OF STATIONERY

Bonus Points

MAILED PRODUCTS

- [ ] ENGAGEMENT ANNOUNCEMENTS
- [ ] MARRIAGE ANNOUNCEMENTS
- [ ] ENGAGEMENT PARTY INVITATIONS
- [ ] JACK & JILL / STAG & DOE TICKETS

DAY-OF STATIONERY

- [ ] VOW BOOKS
- [ ] GUEST BOOKS
- [ ] BAR / COCKTAIL SIGNS
- [ ] DESSERT TABLE SIGNAGE
- [ ] LAWN / DIRECTIONAL SIGNS
- [ ] BATHROOM TOILETRIES SIGNS
- [ ] OTHER CUSTOM SIGNAGE

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IT'S TIME TO DO SOME MATH

HOW MUCH SHOULD YOU ORDER?

WEDDING INVITATIONS:

60%

OF TOTAL GUEST COUNT

(REMEMBER, IT'S 1 PER HOUSEHOLD *NOT* ONE PER GUEST!)

BRIDAL SHOWER

100%

OF TOTAL GUEST COUNT

(REMEMBER, IT'S USUALLY ONLY THE LADIES, SO THIS IS ONE PER GUEST)

ONE PER PERSON:

MENUS, PLACE CARDS, CEREMONY PROGRAMS, FAVOUR TAGS, BRIDAL SHOWER INVITATIONS

ONE PER COUPLE:

SAVE THE DATES, WEDDING INVITATIONS, THANK YOU CARDS, COUPLES' GIFTS, MARRIAGE ANNOUNCEMENTS, ENGAGEMENT ANNOUNCEMENTS

NEED SOME HELP?

WE ARE ALWAYS HERE TO HELP!

EMAIL: INFO@THEPOLKADOTPAPERSHOP.COM | PHONE: 905-286-9222

OR DM US ON INSTAGRAM @POLKADOTPAPERSHOP

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