

together with  
their family and friends

JENNIFER GALLANT  
AND  
PETER KATZMEYER

request your presence at their wedding

*saturday, june 13th, 2024*

at 4:00 in the afternoon

SOCIAL GRACES PAPERIE

kennybunkport, maine

celebration to follow

*Stationery Guide*

*Kindly reply  
BY MAY 12TH*

*Nice to meet you!*

I'M ALLIEY.



I'm a certified wedding planner + have been working in stationery for over 10 years.

I bring together the etiquette + advise needed to make the invitation process easy for you + informative for your guests.

There is nothing like a first impression,  
let's work together and make something beautiful.



*save the dates*

Ordered 7-11 months prior to wedding  
Mailed 6-9 months prior to wedding

DETAILS TO BRING ALONG TO THE APPOINTMENT:

- Bride & Groom's First Name & Last Name
- Wedding Date + City/State
- Wedding Website with Lodging Information
- Return Address for Save the Date Envelope



*Chad and Emma*

SAVE THE DATE

AUGUST 8, 2020  
GREEN BAY, WISCONSIN

01

### Guest List

Start your guestlist with this template + remember the name column is how you want your envelope addressed.

GUEST LIST TEMPLATE

02

### Save the Dates

Indicate your wedding website with hotel accommodations.

### Invitations

03

Do not list zip codes on the invite or details cards.

Do tell guests what to expect, what to wear.

Do NOT say reception to follow if the reception does not follow the ceremony and/or in the same location.

04

### Say Thank You

Presentations are communication tools that can be used as demonstrations, lectures, speeches, reports, and more.

*tips*



# invitations

Ordered 3-5 months prior to wedding

Mailed 8-10 weeks prior to wedding

## DETAILS TO BRING ALONG TO THE APPOINTMENT:

- Bride & Groom's First Name, Middle Name + Last Name
  - Parents Names (if listed)
- Wedding Ceremony Location, Time + Address
  - Return Address for Outer Envelope
  - Reception Location, Time + Address
- Accommodations Address + Phone Number for Reservations
  - + Group Code or Name
  - Wedding Website (+ password if protected)
  - RSVP Date (we recommend 3-4 weeks prior)
    - Food Choices (if plated)
  - RSVP Address (where RSVP gets mailed back to)
- Welcome Dinner, Rehearsal Dinner + Brunch/Gift Opening
  - Details if insert is desired



# all the extras

We offer the perfect customization for your stationery:

Wax Seals

Envelope Liners

Belly Bands

Custom Watercolor

Monogram Design

Foil, Letterpress or Digital Ink

Digital or Calligraphy Guest Addressing



## Proper Etiquette for Addressing Envelopes

*This is how the guest name column should read in your spreadsheet.*

### TO A MARRIED COUPLE

Invitations are always addressed to both members of a married couple, even though the bride may know only one or knows that only one will attend.

Mr. and Mrs. Thomas Keller

### TO A FAMILY

Mr. and Mrs. Thomas Keller and Family

### TO AN UNMARRIED COUPLE LIVING TOGETHER

Invitations to an established couple who are unmarried but live at the same address are addressed to “Ms. Nancy Fellows and Mr. Scott Dunn,” on one line.

### TO A SINGLE GUEST, WITHOUT A GUEST

Ms. Nancy Fellows

### TO A MARRIED WOMAN DOCTOR OR TWO MARRIED DOCTORS

If the woman uses her husband’s name socially, the address is “Dr. Barbara and Mr. James Werner.”

If she uses her maiden name both professionally and socially, it is “Dr. Barbara Hanson and Mr. James Werner.”

If the husband is also a doctor, the address is either “The Drs. Werner” or “Drs. Barbara and Robert Werner.”

### HOW TO ADD “AND GUEST”

Example: “Mr. James Smith and Guest”

*addressing  
etiquette*



# addressing + mailing



Guest Addressing is available.

Calligraphy is also available as well as Printed Addresses.

## PRO TIP:

Limit your "and guests"

## POSTAGE TIPS:

- Always take your complete stuffed save the date envelope or invitation suite to the post office to get measured and weighed before buying postage.
- If using custom postage order this postage after the invitation comes in and you are able to get it weighed and measured at the post office.

This typically adds 2 weeks to the ordering time.

- Items that add to your postage fee: square size, oversized, overweight, ribbons with knots, folders.
  - Square invitations require additional postage.
  - Order extra envelopes incase of addressing mistakes.

# Day of Stationery

01 Ceremony Programs

02 Seating Charts or  
Escort Cards

03 Menus

04 Table Numbers +  
Signage

WELCOME  
TO THE  
WEDDING OF

*Paige &  
Jacob*



# Ceremony Programs



Ordered 2-3 months prior to wedding

## DETAILS TO BRING ALONG TO THE APPOINTMENT:

- Bride & Groom's First Name, Middle Name + Last Name
- Parent's Names / Grandparents Names
- Officiant's Name
- Ceremony Location / City
- Bridal Party Names + Relationship to Couple if you want listed
- Bridesmaids + Groomsmen
- Ushers
- Ring Bearer + Flower Girl
- Musicians
- Readers
- Order of Service from Church
- Music Selections  
(Prelude, Processional, Unity, Alleluia, Communion, Recessional, Postlude)
- Any Reception Details/Timing you want noted
- Receiving Line mention?

# Table Assignments



Ordered 1-2 months prior to wedding

DETAILS TO BRING ALONG TO THE APPOINTMENT:

- Food Details
- We do offer Guest Names to be put on a menu with their food indication + table number.
- This spreadsheet must have full name + first + last name columns completed.

Guest Name Spreadsheet

# The Process



01

## Step 1: Setup an appointment

Let's get together + chat about everything you are wanting. We talk about colors, formality + design.

02

## Step 2: Proposal of Services

A proposal of services is sent with a preliminary proof. A \$250 deposit required to continue design services. This fee saves your spot in our production schedule + goes towards your invoice total.

03

## Step 3: Proof + Printing Process

After reviewing all proofs + making any necessary changes we work send to print, at this time your final balance is due to go to print.

# Digital Print Pricing

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## Flat Card Pricing

5x7 Invitation \$2.70 \*  
4.5x5.5 Details Card \$1.45  
3.5x5 RSVP Card \$1.75 \*

\*blank white envelope included

Return Address Printing  
Reply Card Envelope \$.75  
Return Address Printing \$.75

## Paper Upgrades

Double Thick Stock + \$1.25  
Colored Envelope Charge + \$.50

White Ink Charge + \$1.00

Envelope Liner +\$2.00

Watercolor Creation \$250

## Addressing Options

Calligraphy  
starting at \$4.00 per envelope

Digital Printed Guest Addressing  
starting at \$1.50 per envelope \*\*

\*\* minimum of 100 envelope or additional  
\$30 setup charge applies

2 Complimentary Proofs included.  
Additional Proofs are \$15 each



Get in touch with me



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