



Wedding Stationery Hints & Tips

Here is a list of common questions and tips that we chat about during your event stationery process, in order of how the information will appear on your invitation. You may not know all the answers right now, but this document will assist as a checklist of information for your invitations and event stationery to make sure it is a perfect match to you!

WHO IS INVITED TO THIS EVENT?

You may not have your guest list finalized at this point, but it's a good idea to check, when writing a list of your intended guests, the following details, as the proper way to word their names will differ accordingly:

- Whether they are married to their partner (and if the partner is also attending). Married example: *Mr. and Mrs. Michael Gold*. Unmarried example: *Miss (or Ms.) Leah Black, Mr. Michael Gold*.
- Whether your female guest is an unmarried woman over eighteen or a divorced woman who retains her maiden name. *ie. Miss (or Ms.) Leah Black*.
- Whether your female guest is a divorced woman who uses her married name. *ie. Mrs. Leah Silver*
- Whether your guests are a same gender couple, names are listed alphabetically by their last name. *ie. Miss (or Ms.) Tegan White, Miss (or Ms.) Anna Grey*.
- Whether a guest is a judge. Single example: *The Honorable Richard Navy*. Married example: *The Honorable and Mrs. Richard Navy*.

- Whether a guest is a doctor. Single example: *Doctor Michael Sage*. Married example: *Doctor and Mrs. Michael Sage*.
- Whether a guest is a doctor (Ph.D.). *ie. Dr. Harry Yellow*
- Whether a guest is a married woman doctor. *ie. Doctor Patricia Pink and Mr. Charles Fuchsia*
- Whether a couple is married and both doctors. *ie. Doctors Sam and Mary Orange*
- Whether a guest is a member of the clergy. *ie. The Reverend Jeremiah Opal*
- Whether a guest is a male or female officer who is on active duty or retired from the service. Male example: *General and Mrs. Barry Green*. Female example: *Captain Sandra Ink, U.S. Army, Mr. Anthony Blue*.

Helpful Hint: Generally, guests over 18 years old should be considered adults and receive their own invitation, even if still at the home of their parents who will also be invited to your wedding.

Formal wording is generally used on the outer envelope of your invitation. You can use more casual wording inside the invitation if you wish. For truly formal events, there are certain rules of etiquette that are observed when writing an invitation. For less formal situations you can be more creative.

Here are some etiquette tips to remember when you're composing a formal invitation:

- Write out names in full, including middle names. Omit a middle name if necessary, rather than using an initial.
- It's appropriate to use the British spelling for "honour" and "favour", unless you prefer to use the American spelling of these words.
- Spell out all words, including the hour, the date and the year. Spell out all words in the address, including

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Street, Road and Avenue. The two exceptions to this rule in an address are Saint (St.) and Mount (Mt.)

- Use Roman numerals in names, rather than “the third” or “3rd.”
- For ceremonies taking place in a house of worship, use “request the honour of your presence.” Ceremonies taking place in a non-religious setting should say, “request the pleasure of your company.”

WHO IS HOSTING THIS EVENT?

Traditionally, a wedding invitation is sent by the bride and groom’s parents as hosts, inviting guests to their children’s wedding. . *ie.* “*John & Jill Green, together with Jake & Jane White...*”

It is helpful to also indicate to us whether either set of parents will be omitted, or whether they are currently married, and/or if one member is deceased, as the wording of the parent’s names will appear slightly differently.

- What is the bride’s parent/s name/s:
- What is the groom’s parent/s name/s:

BRIDE’S PARENTS NAME/S

GROOM’S PARENTS NAME/S

Your children’s names (if applicable) can also be included in your wording and can be a thoughtful gesture. *ie.* *Billy and Sam invite you to the marriage of their parents...*

CHILDREN’S NAME/S

Helpful Hint: If you do not wish to list your parent’s names specifically, you can always list “together with their parents” underneath your names.

How would you like your invitation to be worded from the host to the guest? If you are not sure, don’t worry about formalities, just list it as you think of it:

Some examples for inspiration:

“... are delighted to invite you to celebrate the marriage of Sadie and Chris”

“... request the honor of your presence at the marriage of Jacqueline and Brent”

“... request the pleasure of your company at the marriage of Ada and Samuel”

“... ask you to join us for an intimate ceremony to celebrate the marriage of Rhea and Thomas”

“... invite you to share in the joy of the marriage uniting their children Kathryn and Cedric”

Helpful Hint: If you’re composing a formal party invitation, include the names of those giving the party, the invitation phrase “request the pleasure of your company” in lieu of “request the honor of your presence”, the type of party, the purpose of the party, the date, hour, place and RSVP information.

WHO IS THE EVENT FOR?

Typically, the bride’s name will be listed before the groom’s name but feel free to list your names in the order you see fit. You can also list your middle names if you wish:

- Bride’s Full name:
- Groom’s Full name:

BRIDE’S NAME

GROOM’S NAME

WHAT ARE YOU INVITING YOUR GUESTS TO?

- Just the wedding?
- Just the reception?

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- Wedding & Reception?
- Other? Describe any details you can think of regarding your upcoming wedding. (Some functions can be quite unique in their nature, so don't limit yourself to simply using terms you've heard used before!)

WHEN IS YOUR EVENT?

- What is the date (including year) of the wedding?
- What time is the wedding ceremony being held?
- What time is the wedding reception being held?
- When do you intend to send your invitations out to your guests? (Include international guests!)

WHERE IS YOUR EVENT?

Remember to list the name of the venue, the street address, suburb name and country, if applicable.

- Where is the wedding being held?
- Where is the reception being held?

Some couples also host a cocktail hour or offer refreshments during the gap between the wedding and reception. If you intend to do this, it's a good idea to indicate, using elegant wording, whether this will be complementary, or guests will need to purchase their own refreshments:

ie. Pre-reception refreshments available and some nibbles provided following the service at Bobby's, The Bronze Room Function Centre.

Other things to keep in mind:

- Will a sit-down dinner be provided, or will it be something less formal, ie. Cocktails and canapés?
- Will there be transport provided for your guests from your reception venue such as buses, prebooked taxis?
- Is there a time your venue will be closing or do you have an agreed timeframe for your event to conclude with your venue representative or coordinator?
- When will your venue require final numbers of guests attending? (You can plan your RSVP date by this timeframe as this number will be needed for catering)
- Are you planning any additional events to invite your guests to? Examples are dinners before the ceremony, or a Sunday brunch before guest return home. Be sure to list all times, dates, venues, and requirements for these. They may not be a major feature of your invitation but all information will still need to be listed within your event stationery if guests need to book ahead. This is important for destination weddings.
- Are you organising accommodation, or suggesting accommodation for your guests? Finding out a contact phone number or website for the tourism centre for your ceremony/reception area is often all that is required, and this can be tastefully incorporated into your design, or any relevant discounts can be listed.
- Do you have a gift registry planned, are there any specific instructions for purchasing from this registry, such as registration numbers?

WHAT WILL YOUR DRESS CODE BE?

Does your venue have a specific dress code that your guests will need to observe? Most commonly, the dress code of an event is "Cocktail" but you can also offer dress suggestions such as "Black tie", "White tie" or "Lounge suit".

Dress code:

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THE FUN STUFF! DESIGN IDEAS AND SPECIFICATIONS

Now that all the formalities are taken care of, here's some questions that may prompt your decisions regarding decor and colour for your wedding, or at least get you considering ideas and options! This will all go into your design:

MONOGRAM DESIGN

As part of our service, we often incorporate a monogram of your initials into our design, which you get to keep for use in your married life. To assist us in designing this beautiful keepsake, we need to know your married names:

- What will your married names be?

COLOUR-SCHEME AND STYLE PREFERENCES

- Bride's outfit colour and style (include sash, shoes, style of lace, etc). What style would you consider your dress? Are there any special features to include:

- Groomsmen's suit/tie colour and style:

- Bridesmaid's dresses and style:

- Flower and decoration colours (if chosen):

How would you describe your personal style? Circle any words you see fit. These are just some prompts, so list any further thoughts or elaborations you may have.

"Classic", blacks/whites, minimal, crisp, sophisticated.
"Traditional", creams/whites, simple, rich, heavy.
"Baroque", dark, wallpaper, metallics, lush, opulent.
"Quirky", pop-art, outlines, brights, strong, funky.
"Nightclub", block colour, dots, clear type, current.
"Artisan", illustrations, rough edges, alternative.
"Fashionista", cutting edge, fabric, edgy, alive.

How did you and your partner meet? Where and when did you meet? Is there something that reminds you of that day? Do you have a special memento of your relationship?

How would you describe your partner in five words?
How would your partner describe you?

Have you seen a design idea that you'd like to try for your invitations, such as a magnet Save The Date card or a fold-out map? List any details you remember.

Is there a design, idea or colour you have seen that you DON'T want to use in your wedding?

Are you planning to use any of the following items in addition to your invitations at this stage?

Placecards and/or giftcards
Bonbonniere or table favours
Menus
Centerpieces
Seating charts
Wishing well
Thankyou cards

Thankyou for reading through this document, we hope it has been of assistance to you! For more helpful information or to source our design skills for your event please feel free to get in contact with us:

EMAIL: hello@itsadatedesign.com

WEBSITE: <http://www.itsadatedesign.com>

Source of etiquette tips:

Letitia Baldrige's Complete Guide to the New Manners for the '90s, Letitia Baldrige, Rawson Associates, 1990.