

Fine Invitations - Event Stationery

We have put together this information sheet to help you with your planning for the stationery you will need on the big day.

If you wish to order any event stationery, please confirm approximate numbers required for the various items, so that we can make sure we have everything in stock ahead of time. There is no need for a deposit for the event stationery, if you're already our customer; you simply pay when you pick everything up.

The timeline for event stationery is as follows:

The Ceremony

For Order of Service booklets, please send us the first draft of the text approximately **2 weeks before the wedding** (depending on how long the service is and how many pages will be needed). There are templates on our website that you can use for free – either from the Downloads page or the Order of Service page. Please make sure the content is checked and approved by your priest/celebrant before sending to us. You don't need to worry too much about formatting the text – we will do all of that for you.



One sheet of A4 when printed back to back will give you 4 booklet pages and we ask you to leave the very last page blank, so that we can attach it to the inside back of the cover. The inner pages themselves will be stapled together but the staples will remain inside the cover, which is a much neater look. So for 3 sheets of A4, you will have 12 booklet pages, 11 of which are printed and the last one blank. Once we have imported and formatted the text, we will send it back to you as a pdf for checking. We will insert page numbers for ease of reference only and these will be removed before printing. You simply advise us of any changes you would like us to make and we will send you another pdf proof. We don't print until we have your approval to do so. Generally the turnaround time for Order of Service booklets is 3 business days from the time you sign off on all layout proofs.



The Reception

For menus, please send us the text required (in any format) about **1-2 weeks before the wedding**, in order for us to do the proofs and for you to check them and make changes if need be. Menus require work on the layout - we use the same font(s) as your invitations - but they are quick to produce once approved.

For place cards, we need your list of guests' names just **a few days before the wedding** – you can send it to us sooner if it is finalised earlier. Whether you are going with first names only or full names, just send the list of names in a single column.



If you have chosen to have gift or name tags, these take a little longer to produce than place cards, as they have to be printed first, then guillotined to size.

Seating lists will usually be the last thing you do. The seating allocations should be final when you send them to us. Please allow **at least 2 days** for the formatting.



Thank You cards

For Thank You cards, there is information on all the various styles we do, together with prices, again on our website: please see the Thank You cards page.

Many people leave these until after the wedding, especially if they want a photo printed on the front!