

Wedding Stationery Planner



ITEM	DESCRIPTION	AMOUNT NEEDED	SIZE AND COLOR
__ Save-The-Dates & Envelopes _____	_____	_____	_____
__ Invitation (Primary Invitation Card) _____	_____	_____	_____
__ Invitation (Reception Enclosure) _____	_____	_____	_____
__ Invitation (Directions/ Accommodations) _____	_____	_____	_____
__ Invitation (Response Card/Envelope) _____	_____	_____	_____
__ Invitation (Envelopes & Calligrapher) _____	_____	_____	_____
__ Ceremony (Programs) _____	_____	_____	_____
__ Reception (Menu Cards) _____	_____	_____	_____
__ Reception (Escort Cards or Seating Chart) _____	_____	_____	_____
__ Reception (Place Cards) _____	_____	_____	_____
__ Reception (Cocktail Napkins) _____	_____	_____	_____
__ Signage (Ceremony and Reception) _____	_____	_____	_____
__ Shower & Wedding Thank You Cards _____	_____	_____	_____
__ Water Bottle Labels _____	_____	_____	_____
__ Favor Tags and/or Welcome Bags _____	_____	_____	_____
__ Postage Stamps _____	_____	_____	_____

Wedding Stationery Planning Timeline



	TIMING	TASK
<input type="checkbox"/>	12 Months Out	Determine Your Estimated Guest List
<input type="checkbox"/>	12 to 10 Months Out	Order Your Save-the-Dates <i>(Stay closer to 12 months out if you are holding a Destination Wedding)</i>
<input type="checkbox"/>	10 to 6 Months Out	Mail Your Save-the-Dates
<input type="checkbox"/>	4 to 6 Months Out	Secure the Services of a Stationery Designer
<input type="checkbox"/>	10 to 12 Weeks Out	Order Your Wedding Invitations
<input type="checkbox"/>	10 to 12 Weeks Out	Order Your Shower Thank You Notes and Your Wedding Thank You Notes
<input type="checkbox"/>	6 to 8 Weeks Out	Purchase Your Postage and Mail Your Wedding Invitations <i>(Talk to your Post Office about "Hand Canceling" Your Invitations)</i>
<input type="checkbox"/>	6 Weeks Out	Order Your Wedding Programs, Menu Cards, Signage, Escort Cards/Seating Chart, Place Cards, Favor Tags, Etc.
<input type="checkbox"/>	4 to 6 Weeks Out	Wedding Invitation RSVP Deadline
<input type="checkbox"/>	3 to 4 Weeks Out	Call the Wedding Guests Who Have Not Returned an RSVP
<input type="checkbox"/>	2 to 3 Weeks Out	Finalize Your Wedding Guest list. Send the Names on the Guest List to the Calligrapher or the Stationery Designer for the Escort Cards, Place Cards and/or Seating Chart
	<i>Your Wedding Day!</i>	<i>Enjoy!</i>
<input type="checkbox"/>	2 to 4 Weeks After Your Wedding	Write Your Wedding Thank You Notes
<input type="checkbox"/>	4 to 6 Weeks After Your Wedding	Mail Your Wedding Thank You Notes