

~ Invitations Checklist ~

Vendor _____	Contact _____
Address _____	Phone _____
Email _____	Fax _____

Invitation Choices

Name	Description (color, size, etc.)	Brand/ Company	Cost
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____

Other Invitation Information

Order by date: _____ Invitation ready date: _____

Send date: _____ RSVP deadline: _____

Number of invitations: _____ Deposit required: _____

Invitation To Do List:

- Choose wording
- Proof before printing
- Create list of names & addresses of guests
- Hire a calligrapher or practice handwriting
 - Determine necessary postage
- Assemble invites and stuff envelopes
 - Track responses
- Follow up with those who haven't responded

Parts of the invitation:

- Invitation
- Outer envelope
- Inner envelope
- Ceremony/reception card(s)
 - Response card
 - Directions card
- Accommodations card
 - Tissue Paper

Notes _____



~ For more information visit www.go2wed.com ~