



Guest List & Stationery

Handy Tip for Guest List
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Wedding Invitation Tips
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Handy Tip For Keeping Track Of Your Guest List

After you have combined your Guest Lists (Bride, Groom, Bride's parents, Groom's parents), write each couple, family, or individual on an index card. Using the Form below, fill in their information. Later, when they give you a Shower Gift, Wedding Gift, and/or RSVP (accept or regret) for the wedding, you can put this information on their card.

Take a pink magic marker and mark across the top of the cards for the Bride's side, Take a blue magic marker and mark the top of the cards for the Groom's side. Later, if someone has not responded, you will automatically know whose side they are from.

Once you have completed all of your cards, put them in alphabetical order, using dividers, in an index card box. As your responses come in, mark their card, then move their card to the back of the box, keeping the accepts and regrets separate.

As your wedding date gets closer, you can count how many RSVP's you have, to help you determine ordering quantities. You can also tell from looking in the box, who has not responded, in case you need to contact them.

<i>HIGHLIGHT HERE WITH PINK(BRIDE) OR BLUE (GROOM) MARKER</i>	
GUESTS NAME	
ADDRESS	
CITY, PROV, PC	
PHONE NUMBER	
DATE INVITATION SENT:	RSVP (#) OF GUESTS
SHOWER	SHOWER
WEDDING	WEDDING
GIFTS	ACKNOWLEDGED (Thank You's)
SHOWER	SHOWER
WEDDING	WEDDING

GUEST LIST

Guest's Name(s)

Address

Postal Code

Number Invited

Number Coming

Assigned Seat/Table

Gift Received

Thank You Sent

Guest's Name(s)

Address

Postal Code

Number Invited

Number Coming

Assigned Seat/Table

Gift Received

Thank You Sent

Guest's Name(s)

Address

Postal Code

Number Invited

Number Coming

Assigned Seat/Table

Gift Received

Thank You Sent

Guest's Name(s)

Address

Postal Code

Number Invited

Number Coming

Assigned Seat/Table

Gift Received

Thank You Sent

Guest's Name(s)

Address

Postal Code

Number Invited

Number Coming

Assigned Seat/Table

Gift Received

Thank You Sent

Guest's Name(s)		
Address		Postal Code
Number Invited	Number Coming	Assigned Seat/Table
Gift Received		Thank You Sent <input type="checkbox"/>

Guest's Name(s)		
Address		Postal Code
Number Invited	Number Coming	Assigned Seat/Table
Gift Received		Thank You Sent <input type="checkbox"/>

Guest's Name(s)		
Address		Postal Code
Number Invited	Number Coming	Assigned Seat/Table
Gift Received		Thank You Sent <input type="checkbox"/>

Guest's Name(s)		
Address		Postal Code
Number Invited	Number Coming	Assigned Seat/Table
Gift Received		Thank You Sent <input type="checkbox"/>

Guest's Name(s)		
Address		Postal Code
Number Invited	Number Coming	Assigned Seat/Table
Gift Received		Thank You Sent <input type="checkbox"/>

Guest's Name(s)		
Address		Postal Code
Number Invited	Number Coming	Assigned Seat/Table
Gift Received		Thank You Sent <input type="checkbox"/>

Wedding Invitation Tips

- * Order invitations at least four months before the wedding to allow plenty of time for their preparation, addressing and mailing. For engraved invitations order them even five months ahead.
- * Invitations need to be sent out four (4) to six (6) weeks prior to your wedding date.
- * Yes, you must put the appropriate postage on your return envelopes. This is not a place to try and save money!
- * Be sure to ask for some samples of recently performed work or created invitations when shopping for your invitations.
- * Order 15 to 20 more invitations than you think you need. It can be very expensive to order additional invitations at the last minute - and you may not get them in time! You'll need extra invitations for any mistakes made in addressing the envelopes, any "last minute" additions to the guest list, and a few for keepsakes.
- * Thermography looks very much like engraved invitations. The biggest difference is that it costs a lot less!
- * Have a friend or family member check the "draft" or pre-press copy before giving the final "OK".
- * Review your guest list to make sure that all the names are spelled correctly and addresses are up to date.
- * Count your invitations and proof them before leaving the place that prepared them for you.
- * It's likely, and appropriate, that a deposit will be requested by the printer/preparer.
- * Take a typical invitation "package" - what you will be sending to your guests - to the post office and have it weighed. Be sure to apply the appropriate amount of postage stamps so that your invitations are delivered on time and with no postage due!
- * All Children over the age of 16 should receive their own invitation.
- * Usually, the bride's family sends out the invitations. However, if the groom's parents are sharing in the expenses, then they can be on the invitation as well.

- * If you've ordered "thank you" notes for your wedding gifts with the names of the bride and groom, you can write, seal and stamp the thank you note as the gift is received, but do not send out before the actual marriage ceremony is performed. (Writing the "thank you's" as gifts are received is much easier than doing them all at once. Just mail them after the wedding or on your return from your honeymoon.)

Compile Guest list

- Bride's List Groom's List
- Bride's Parents List Groom's Parents List

Combine Lists and decide the number of Invitations to order

Don't forget to use our Guest list to keep track of invitations sent and RSVP's

Addressing Wedding Invitation Envelopes

Traditionally, especially for formal weddings, two envelopes are used, the inner and outer envelopes. The unsealed inner envelope will be slipped inside of the outer envelope. An inner envelope is not necessary, but is very helpful and is the best method to inform your guests exactly who is invited and who is not so as to avoid confusion.

If you have decided not to use the inner envelope and you want to include an entire family, you may write "and family". Please use this same style if you wish to give your guest the opportunity to bring an escort. You may write "and guest" on the outside of the outer envelope. The main reason why this is not the preferred method is because your guest might bring more people than you expect. "And family" to your guests may include parents who do not live with them.

Your envelopes should be handwritten unless your printer can duplicate handwriting. Many couples choose to hire a calligrapher for an elegant appearance. Please refrain from computer generated labels. Current addresses, including postal codes, are particularly important as all of your invitations should be mailed, even those addressed to parents. The invitations should be mailed six to eight weeks before your wedding date—at least eight weeks for out of town guests. However, before mailing all of your invitations assemble a test sample, including all of your enclosures. Have it weighed for correct postage.

Even if you are hiring a calligrapher to address your invitations it is still nice to know the proper etiquette for addressing the envelopes.

Traditional address for married couple

Outer Envelope

Mr. and Mrs. James Smith

10070-170 Street

Edmonton, Alberta T6Y 4N8

Inner Envelope

Mr. and Mrs. Smith

**(John, Aaron, and Christopher if children are invited)*

- *This is the best method to inform your guest that their children are invited.*
- *Children are listed by age, older to younger.*
- *Children over the age of 18 should be sent their own invitation.*
- *Children are not mentioned on outer envelope.*

A couple who live together, but have different last names:

Outer Envelope

Mr. James Smith

Ms. Julie Jones

Inner Envelope

Mr. Smith and Ms. Jones

- *If the couple is married, there would be an "and" between the names on the outer envelope.*
- *Notice also that the names are written in alphabetical order—gender is not an issue.*

Siblings or other adults living at the same address:

Outer Envelope	Inner Envelope
<i>Mr. James Smith</i>	<i>Mr. Smith (and guest)</i>
<i>Ms. Julie Jones</i>	<i>Ms. Jones (and guest)</i>

- *List names alphabetically.*
- *Unmarried females can be listed as Ms. or Miss.*
- *Divorced women can be listed as Ms. or Mrs.*
- *All men over the age of 18 should be addressed as Mr.*

Married woman using a professional title:

Outer Envelope	Inner Envelope
<i>Dr. Julie Smith</i>	<i>Dr. Smith and Mr. Smith</i>
<i>Mr. James Smith</i>	

- *The 'and' is not used on the outer envelope. If they are both doctors, the outer and inner envelopes would read, The Doctors Smith.*

Close Family and Friends:

Outer Envelope	Inner Envelope
<i>Mr. and Mrs. James Smith</i>	<i>Julie and James Smith</i>

- *You may use familiar titles or nicknames on the inner envelope, such as Auntie, or Tim instead of Timothy*

DONT

- Use labels
- Use nicknames on the outer envelope
- Use abbreviations for cities, states, and streets
- Write first name and addresses on the inner envelope
- Glue the inner envelope
- Hand deliver invitations

Do

- Handwrite envelopes
- Use an initial if you do not know the full name.
- Use only these abbreviations: Mr, Mrs, Ms, Jr, Dr.
- Write titles and last names on the inner envelope
- Mail children over the age of 18 their own invitation

Wedding Invitation Checklist

Printer: _____

Address: _____

Phone: _____ Contact: _____

Confirmed: _____

_____ Invitations

Style: _____ Typestyle: _____ Paper: _____

Color: _____ Ink Color: _____ COST \$ _____

_____ Envelopes: Unlined Lined COST \$ _____

<input checked="" type="checkbox"/>	Number Ordered (#)	Cost (\$)
Announcements		
Save The Date Cards		
Response Cards		
Reception Cards		
Pew Cards		
Place Cards		
Directions/Maps		
Wedding Programs		
Thank You Cards		
Personal Stationary		

Other Important Items

Personalized wedding items: matchbooks, ribbons, napkins, etc.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Wording

Hosts: _____

Bride and Groom: _____

Day, Date and Time: _____

Location: _____

Use this area to work out exactly how you want your invitations to be worded:

- Check for spelling errors, incorrect dates and addresses before taking your order home
- Design and print maps/directions to be inserted with invitation
- Address and assemble invitation packets
- Weigh packet to ensure proper postage
- Purchase stamps
- Mail the invitations 4 to 6 weeks before the wedding
- Mail the announcements on the day of or the day after the wedding
- Write and mail your thank you cards