

# the Wedding Stationery guide

## Wedding Stationery 101: Pre-Wedding Items

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*Most of you will have never thought about what you need to include in a wedding invitation suite, so let's do a quick run-down. This list isn't exhaustive, but it covers the basics items in an invitation which I'll be teaching you how to make.*

### SAVE THE DATE CARDS

*These are simple cards which let your guests know that they'll be receiving an invite to your wedding. The focus here isn't to include lots of detail about your day, such as the venue or timings, but simply to let them know your wedding date so that they keep it free, and a rough location (town or county) so that they can plan for travel.*

### INVITATIONS

*You'll have two types of invitations, one for your day guests and one for your evening guests. They will include details of your date, venue(s) and timings. Traditionally wedding websites aren't included on the invitation itself, but you can if you'd like to.*

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### DETAILS CARDS

*Think of this like the FAQs of your wedding. If you were attending as a guest, what would you need to know? Typically, details cards will cover things like accommodation, travel, gifts, plus ones, children and dress codes.*

### RSVP CARDS

*Otherwise known as a response card, is for your guests to complete and post back, so you know who's coming and what dietary requirements they've got.*

### ACCESSORIES

*Accessories are a really easy way to change the feel of your invitations. Think wax seals, ribbons, vellum wraps, teardrop paperclips or guest name tags - the opportunities are endless! Some of my favourite combinations include wax seals with vellum wraps or silk ribbon.*

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### WHAT SHOULD I SEND AND WHEN?

*Save the date cards should be sent around 12 months in advance of your wedding date. You might be tempted to send them out earlier but I strongly urge you to resist if you can! A lot can change over the space of a few years, and you don't want to find yourself in the awkward position of having sent a save the date to someone that you're no longer close enough with to want at your wedding.*

*Invitations should be sent out around 4-6 months ahead of your big day. If you're having a destination wedding, you'll want to send both of these a few months earlier to give people plenty of time to make plans.*

### HOW MANY SETS SHOULD I ORDER?

*Remember that the number of invites you'll need is not the same as the number of people you're inviting. As a general rule of thumb, you'll want one invite per household, unless it's a household with multiple guests who aren't a family unit (like two friends living in a house-share). If you're sending an invite to a family with adult children, you may also want to send them separate invites.*

*The other thing to add on to your numbers is overages (extras). Ordering the exact number of invites that you need (or very few extra) can work out to be costly down the line if you run out of invites. Guests lose their invites, we meet new people, and you'll want a keepsake too! I recommend overages of around 10%, or 10 extra, whichever is greater.*

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### WHAT SHOULD I INCLUDE IN MY DETAILS CARDS?

*The simple way to think of your details cards is as a brief FAQ for your wedding. If you've ever attended a wedding, think about the sorts of things you wanted to know as a guest. This might include:*

- *Accommodation*
- *Travel arrangements*
- *Children & plus ones*
- *Gifts*
- *Details of any rehearsal or welcome dinners*
- *Dress code (particularly if you're getting married somewhere unconventional or outdoors)*

### WHAT SHOULD MY RSVP DATE BE?

*The return deadline you put on your RSVP cards largely depends on your suppliers and when they need the numbers by. Have a look through your contracts for whoever needs your numbers the earliest (maybe your venue or caterer), and use this date as your starting point.*

*If there's one thing you can guarantee, it'll be that you'll have a few stragglers running over the finish at the last minute - or just after! If you've got a really short turnaround time to get your numbers to your suppliers this can be really stressful. For this reason, I recommend adding 2-3 weeks onto the date above if your suppliers just need numbers, or 3-4 weeks if your suppliers need a complete table plan.*

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## Wedding Stationery 101: On the Day Items

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### ORDER OF SERVICE BOOKLETS

*Traditionally used in religious ceremonies to outline the order of service, and details of any readings and hymns, it's becoming more popular to also have these for non-religious ceremonies. You can include details like the wedding party procession, a thank you note to your guests, and reminder if you're having an unplugged ceremony.*

### VOW BOOKS

*Something to keep your hands busy at the end of the aisle, vow books are a great written prompt whether you're opting for traditional vows or ones you've written yourself. They also make a great keepsake as a reminder of those important promises to each other.*

### PLACE CARDS / PERSONALISED MENUS

*These are used in conjunction with your table plan to guide your guests to the right place, and let your servers know which plates need to go where.*

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## Wedding Stationery 101: Signage

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### A5 SIGNAGE

*This usually includes your table numbers/table names, as well as any smaller bespoke signage. You might want a sign for your cake flavours, gift table, photobooth or guest book - but the possibilities are endless.*

### LARGE SIGNAGE

*Covering everything to whether your guests are in the right place, to where they need to sit and beyond, large signage is for those detailed & especially important announcements. As standard this includes your table plan, welcome sign, order of the day, and unplugged ceremony signage, but can be made to suit the needs of your wedding.*

## Working Out the Dates

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### OUR WEDDING DATE

15th of June 2024

14 MONTHS OUT

*Order Save the  
Date cards*

15th of Apr 2023

1 MONTH BEFORE SUPPLIERS

*Receive RSVP  
cards By*

15th of Mar 2023

8 MONTHS OUT

*Order  
invitations*

15th of Nov 2023

8 WEEKS OUT

*Order on the  
day items*

20th of Apr 2023

## Working Out the Numbers

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### DAY INVITATIONS

44

+

31

+

10

=

85

*Couples*

*Individuals*

*Overages*

*Total*

### EVENING INVITATIONS

10

+

12

+

10

=

32

*Couples*

*Individuals*

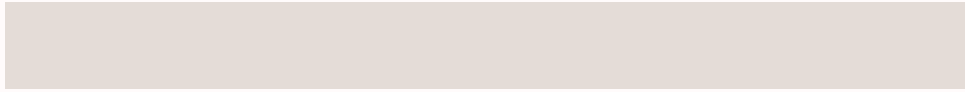
*Overages*

*Total*

## Working Out the Dates

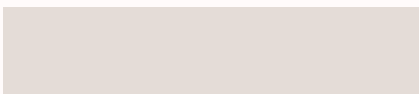
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### OUR WEDDING DATE



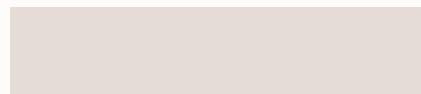
14 MONTHS OUT

*Order Save the  
Date cards*



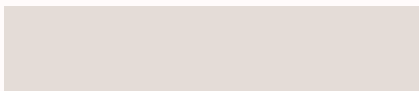
1 MONTH BEFORE SUPPLIERS

*Receive RSVP  
cards By*



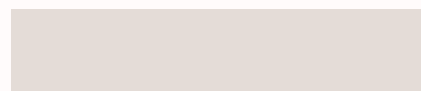
8 MONTHS OUT

*Order  
invitations*



8 WEEKS OUT

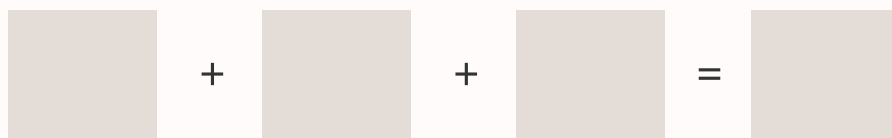
*Order on the  
day items*



## Working Out the Numbers

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### DAY INVITATIONS



*Couples*

+

*Individuals*

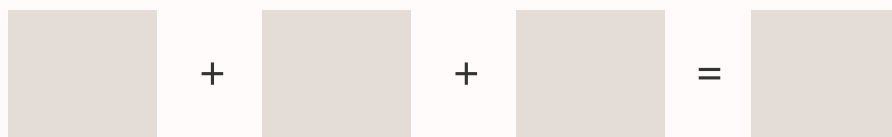
+

*Overages*

=

*Total*

### EVENING INVITATIONS



*Couples*

+

*Individuals*

+

*Overages*

=

*Total*



# the Order Process

## Everything you need, all in one place

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*It's those scintillating details, dripped to your guests that whip up that excitement, right? It's why you want everything to be consistent, from your save the dates all the way through to your signage and place settings. You want your guests to soak in all the details so that they turn to each other at the end of the night and say, "This is so 'you'!" and not "I thought they were going for sage green?"*

*That's why all of my collections are comprehensive, offering everything from save the dates, to wedding invitations, and on the day stationery and signage. Consistency in design is more than a luxury; it's the key to a seamless, unforgettable wedding experience*

## Moments that last

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*I know that thoughtful little extras go a long way to making your day. I also know that whilst your wedding stationery might "just" be a detail, it's the details that matter to you.*

*To help it last that bit longer, you'll receive two extra envelopes with your stationery; one, with some keepsakes for your memory box, and the second to give to your photographer to get the perfect shot of those all-important paper details.*

# the Order process

## Working Together

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### CHOOSING YOUR STATIONERY

*Whether you've found your perfect mood and know exactly what you'd like, or are seeking guidance, I'm here to help. Simply reach out using the form below, and I'll get back to you (typically within 2 working days). If you'd like to discuss your wedding stationery needs, I'll schedule a personalised consultation to ensure every detail aligns perfectly with your vision. Otherwise, if you know exactly what you'd like, I'll be in touch with an itemised quote so that you can plan exactly what you'd like to order.*

### CREATING YOUR DESIGNS

*Once you're settled on your designs and all booked in, you'll get access to your client portal, where you'll find your contracts, invoices & proofs when they're ready. You'll have access to lots of helpful planners & templates, such as my invitation wording guide & seating plan spreadsheet. As soon as I have your deposit and gorgeous details, it'll be over to me to turn them into your beautiful wedding stationery. You'll have three rounds of revisions to make any changes - and this is normally plenty!*

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Stone  
Barton  
studio

# the Order *Process*

## Working Together

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### PRINTING & ASSEMBLY

*When you're completely happy with your designs, and your final invoice has been paid, your designs will be sent to a professional printing house before being delivered to my studio for checking over. Here, I'll add in extras you've ordered such as wax seals, and if you've opted for assembly, I'll get to work on creating your dream wedding stationery.*

### DELIVERY

*All orders are sent via Royal Mail 48hr delivery, but this is free if your order is over £250. I'll send you tracking information so that you'll know exactly where your wedding stationery is, and it'll be with you before you know it!*

## How to Order

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*Click the link below to send me an email with your details & I'll get back to you with a full proposal and next steps.*

[GET IN TOUCH](#)

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