



SAVE
— the —
DATE



WEDDING STATIONERY GUIDE



Themed & personalised: more than just an invitation

Sections:

<i>The wedding process</i>	02
<i>The evolution of your stationery</i>	03
<i>What do you need to do?</i>	04
<i>The stationery on offer</i>	05
<i>Before the wedding</i>	05
<i>Invitation cards</i>	06
<i>Save the Date cards</i>	08
<i>Registry cards</i>	10
<i>Wishing Well cards</i>	11
<i>Custom Map cards</i>	13
<i>Printed Envelopes</i>	15
<i>On the day</i>	16
<i>Programme</i>	17
<i>Menu</i>	19
<i>Seating Chart</i>	20
<i>Table & Place cards</i>	21
<i>Favour cards</i>	22
<i>Thanks!</i>	23
<i>Thank You cards</i>	24
<i>Contact us</i>	25

What's this guide all about?

I'm sure you're discovering how difficult and stressful planning a wedding can be. Between the flowers, gowns, venues and cake, it can seem that there's an endless barrage of questions and decisions that need to be made. We here at Save the Date understand and so, in an effort to make things as stress free as possible, we've created this wedding stationery guide that we hope you'll use to help you through some of the terms and processes that you might need to know when picking how you want your wedding to look, feel and most importantly, be remembered!

They say a wedding's invitation (and also arguably your Save the Date card) set the precedent for your wedding. Above you'll find descriptions of the different stationery pieces we offer, some tips on what you might like them to say and of course some prices. It might look like a lot now, but you really only need to read the sections that are relevant to you (plus you can click the headers to navigate through this document more easily). We do recommend you read 'the wedding process' and 'the evolution of your stationery' sections though as there are some important points regarding the timing of your stationery.

Please remember, this is only a small guide as the options for wording your stationery is potentially limitless, and if you're after something a little different than what we have on display, be it invitation paper finish, size, or even what it's made of, let us know and we'll sort everything out. On a final note, some of the stationery will feature three prices. These are indicate the costs of each item if you were to buy 30-49, 50-99 or 100+ respectively.

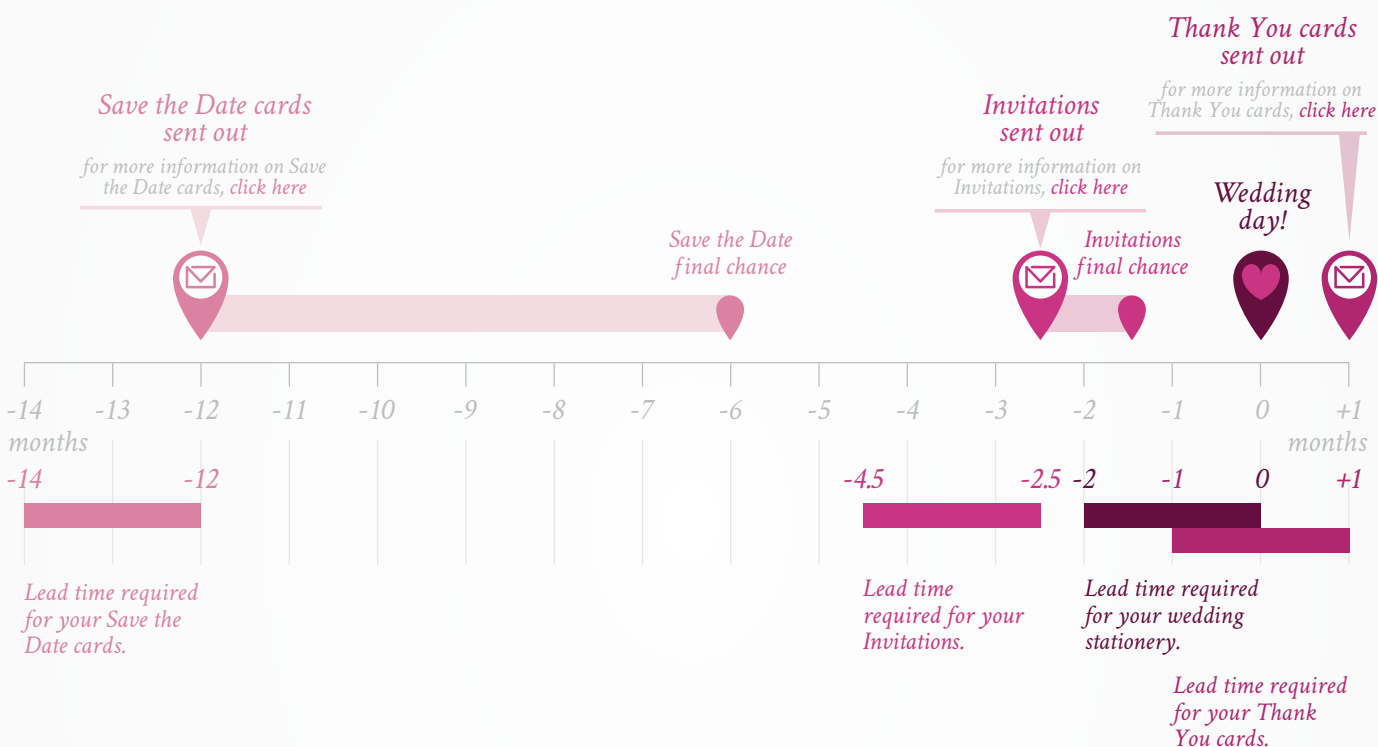
So now it's time to grab your partner, sit back, grab your favourite cuppa, and let's make creating your stationery as comfortable and enjoyable as possible.

THE WEDDING PROCESS

Timeline

Great news! Weddings tend to follow fairly loose rules when it comes to their timeline. So, chances are we've still got time to get things sent out to all your guests. Below is a timeline (showing the months prior to and after) that shows how traditional wedding preparations might take place which you can use that as a guide to form a plan

for your Save the Date cards, Invitations, wedding stationery and Thank You cards. Remember to plan ahead though. We'll still need at least 8 weeks to design (including initial work, revisions, final checks), print and post the artwork out to you.



SAVE THE DATE CARDS

Save the Date cards are typically sent out 6-12 months before the wedding. That being said, there are no hard and fast rules. However, to ensure you get the largest number of attendees as possible, we recommend that the earlier you send them out, the better.

INVITATIONS

Wedding invitations are typically sent out 6-10 weeks before the wedding. Again, there's no general rule regarding this. If this is the first people are hearing of your wedding however, the earlier your Invitation is sent out, the more time people have to book accommodation, plan transport and avoid any scheduling clashes. The wedding Invitation is typically sent out with Registry/Wishing Well cards and often with a Custom Map as well to help guests find the venues.

WEDDING DAY

On the day, your stationery can include any or all of the following: Menus, Seating Charts, Place cards, Table cards, Programmes and Wedding Favours. However, if you've got something special in mind, don't hesitate to ask as we'd love to help you accomplish that as well!

THANK YOU CARDS

As Thank You cards are sent out after the ceremony, there's no hard and fast rule about when they need to be sent out by. Etiquette tells us that they should be done within 3-6 weeks after your honeymoon, while the wedding is still fresh in your guests' memories.

THE EVOLUTION OF YOUR STATIONERY

The process of making up your stationery

This section looks at the process of how your stationery is made up and compares stationery made from our pre-existing designs vs. getting something more personal.

THE DESIGN

Ok, so you've got yourself engaged and found a venue somewhere sunny with plenty of room for all the friends you've both gathered over the years and a great menu that's likely to make mum proud. Now it's time to let people know; you need to send out some stationery. There are typically two genres of stationery design available with Save the Date; there's our pre-conceived artwork found under '*the designs*' or if you're after something more personal, we can certainly work with you to create something completely unique for your wedding.

Regarding the pre-conceived artwork, the design process works like this:

1. You get in contact with us via the website and let us know which design has taken your fancy and which pieces of the stationery you'd like to order.
2. We'll send you through an invoice for the requested work as well as a couple of documents we'd need you to fill out. Specifically a Google form and spreadsheet that you'll fill in with the names of your guests (assuming you're personalising your Invitations or ordering Place cards etc) and other similar documents outlining your seating arrangements, Menu and Programme information. It's vital that this information is all checked thoroughly as we can't be responsible for any misspelt or incorrect names or Menu items.
3. Upon the return of this information as well as an initial 50% initial payment of the invoice, we'll start work creating the designs for your wedding!

AMENDMENTS

Great, so you've done your bit. You've filled out a couple of forms with the names of your guests and we're kicking off the design. Shortly you can expect an email back with some examples of the flat artwork that you can then open and examine. This is when you explore the design, make sure it's what you're thinking of and have another look through the names and spelling. Hopefully it'll be perfect first time, but if you decide that the blue you wanted might be better off as a teal or turquoise to match the bridesmaids dresses, now's the time to say so. We'll go back and change the artwork and that's one round of amendments. Easy. We'll send back the updated artwork and you can have another look. This second peek is where it's most important you check everything though, as we can only offer two complementary sets of amendments. If there are more changes, we'd be happy to make them and send you back more proofs, but after that we'll have to start charging you for any additional rounds of changes. We're confident it won't get to that point though. Then, once we're all happy, we'll send it to print! At this stage, prior to printing we will need to collect the final 50% payment.

THE PRINTER

It takes a special person to work in the print industry. Printers have to be fast, flexible, focused and hard working. Even then there's a lot of difference between a good printer and a bad one. In printing your Invitations, we've chosen to partner with printers who offer exceptional quality on top of great prices. As this is a once in a lifetime event, you need the design and presentation to look outstanding. Who could want anything less?

That being said, as in all other industries, the best people are always the busiest. That's why we need ample time to get the final files out to the printer and for them to get your artwork printed. Once that's done, and we receive the printed work back, we'll take a look at them, make sure the finish is up to our high standards and forward everything on to you.

ENVELOPES

It's worth mentioning that the printed envelopes (if you choose to purchase the ones that match the theme of your wedding) require some time to print and deliver as well, but these can typically be done at the beginning of the order and are unlikely to be late.

AND THERE YOU HAVE IT

That's how it's done. Sure it may not look like a lot now, but there's certainly a lot of work going on behind the scenes. We're here to help though and because of this it's important to mention that we've got a 'no hidden costs' policy. We're committed to ensuring that what you see in your quote is what you'll pay in the end. We'll price up shipping for your items (obviously if we get all the work done at once, there's fewer shipments to send out to you), we'll be sure to include GST in all our prices and if anything comes up, such as any additional amendments being made, there'll be no confusion about what these additional costs will be.

WHAT DO YOU NEED TO DO?

A little checklist

As you get ready to take the plunge and start sorting out your wedding stationery, there are a few things you'll need to prepare beforehand. Each piece of artwork will need some information from you to define how it looks and what content it needs as well as the quantity required. For the most part we'll send through some forms that will enable you to pick what you'd like on each, but below is a small guide that can help you prepare. Remember, these might not all apply to you and some of them

will need to be done a little later after the RSVP responses are tallied.

SAVE THE DATE

What we need from you:

- 1. The full names of the bride and groom.
- 2. The date, time and venue address.

INVITATION

What we need from you:

- 1. The full names of the bride and groom (*obviously!*).
- 2. The full names of the bride and groom's parents who're assisting in paying for the wedding (*more on this [here](#)*).
- 3. The names of your guests and if they'll be bringing any +ones, partners or family (*if you're personalising the invitations*).
- 4. The date, time and venue address(es).
- 5. An RSVP contact email (*more on this [here](#)*) as well as a date for the RSVP.
- 6. Your preferred wording for the Invitation (*more on this [here](#)*).

REGISTRY CARD

What we need from you:

- 1. Where you're registered for gifts.
- 2. Contact information for the registry.

CUSTOM MAP CARD

What we need from you:

- 1. Venue address(es).
- 2. Screenshot or link to a google map showing the venue(s) as well as any additional landmarks you might like added. Please note we will only label main roads so please ensure the map is zoomed in to the scale you'd like made up (*more on this [here](#)*).
- 3. Any additional directions you'd like added.

WISHING WELL CARD

What we need from you:

- 1. Your preferred Wishing Well wording (*more on this [here](#)*).

PROGRAMME

What we need from you:

- 1. The full names of the bride and groom.
- 2. An itinerary of what you'd like on your Programme as well as any additional information it might require (*more on this [here](#)*).

PLACE NAME CARDS

What we need from you:

- 1. The full names of the bride, groom and your guests including if they'll be bringing any +ones, partners or family (plus their names).

TABLE NAME/NUMBER CARDS

What we need from you:

- 1. The numbers/names of the tables at your reception.

SEATING CHART

What we need from you:

- 1. A list of guests at each table.
- 2. The numbers/names of the tables at your reception.
- 3. If you'd like a Seating Chart in layout format you'll need to supply an image or sketch of the positions of the tables within the room. This is typically a specialised request and due to the layout and table numbers of some venues, this isn't always achievable (*more on this [here](#)*).

MENU

What we need from you:

- 1. A typed menu including all the dishes and titles for each course of the meal (*more on this [here](#)*).

THANK YOU CARD

What we need from you:

- 1. The full names of the bride and groom.
- 2. Your preferred wording for the Thank You card (*more on this [here](#)*).

THE STATIONERY ON OFFER

- Before the wedding -

BEFORE THE WEDDING

INVITATION CARDS

SIZE: A6 (105x148mm) or A5 (210x148mm)
folded. Both printed double sided

COST: Postcard \$3.75/\$3.25/\$3.00
Greeting \$5.50/\$5.00/\$4.75 (incl. GST)

PAPER STOCK: 250gsm white matt flat or
textured card

QUANTITY: 1 per guest + partner

DESCRIPTION:

The Wedding Invitation is a card sent to ask your guests to attend your wedding as well as providing them with a minder and keepsake. It is typically written in formal, third-person language and mailed six to ten weeks before the wedding date. We offer two different options regarding your Invitations, either the postcard format (printed double sided, invitation on the front and details on the back) or the greeting card format (printed double sided, folded in the centre, message on the front and invitation wording and details on the inside with a plainly printed back cover). Custom Map, Registry and Wishing Well cards are typically included with the Invitation as separate inserts. There are many ways to word your Invitation depending on the tone and circumstances surrounding your wedding, a few examples are listed below.

WHAT WE NEED FROM YOU:

For the wedding Invitation the information you'll need to supply us will include the full names of the bride and groom, the full names of the bride and groom's parents who're assisting in paying for the wedding (*if applicable*), the names of your guests and if they'll be bringing any +ones, partners or family (*if you're personalising the Invitations*), the date, time and venue address(es) an RSVP contact email as well as a date for the RSVP and your preferred wording for all of the above (*more on that below*). Most of this you'll supply through one of our forms once you've decided on a design and what elements you'd like included.

CONTENT EXAMPLES:

INVITATION:

More traditional invitation wording is common if the parents of the bride and/or groom contributed to the cost of the ceremony or reception. Otherwise, if you're paying for the wedding yourself and would like the Invitation to be less formal consider leaving the parents names off and replacing it with some creative copy. Using titles such as 'Mrs', and 'Mr' for your own names is completely optional and can similarly be omitted to lighten the tone of the Invitation.

DETAILS:

The date is typically written in one of two ways, either using numbers for the time and date or writing them out in full.

VENUE:

An accurate address is always important to help your guests arrive promptly without any trouble. These are typically written in a similar way to a standard address - number, street and town, including 'with reception to follow' if they're at the same venue. However, if your guest isn't invited to the reception due to a restriction of numbers etc, it might be better to refrain from using any reference of the reception and verbally telling those who are invited to it, instead of printing two different cards.

RSVP:

The RSVP information, while traditionally sent along with the Invitation as a separate return address postcard has evolved into a small email address or phone number and RSVP date at the bottom of most Invitations. While this is easier and safer for most people, if you prefer, just let us know and we'll be happy to sort out with some RSVP postcards for you.

TRADITIONAL WORDING, INCLUDING PARENTS

*Mr & Mrs M. Adams
together with
Mr & Mrs A. Finn
invite you to join them in celebrating
the marriage of their children
Bride & Groom*

*Bride & Groom
together with their parents
Mr and Mrs Finn
and
Mr and Mrs Adams
invite you to join them in
celebrating their marriage*

*Together with their families
Bride & Groom
request the company of
Guest(s)
at their marriage*

*Together with their families
Bride & Groom
request the pleasure of your
company at their marriage*

continued on the following page

CONTEMPORARY WORDING

*Bride & Groom
invite you to join them in celebrating
their marriage*

*We invite you to share our joy
and support our love,
as we exchange vows and
celebrate our marriage*

*You are totally invited
to the wedding of
Bride & Groom*

*Bride & Groom
Invite you to join the fun
As they stand together with sweaty
hands & open hearts
extending their friendship to
include the vows of marriage*

DATE FORMATS

*Sunday 24 March 2013
at 3.00 pm*

*Sunday the twenty-fourth of March,
two thousand and thirteen
at three o'clock*

VENUE ADDRESS FORMATS

*at Wedding Venue
123 Street
Suburb, Town
with the reception to follow*

*at Wedding Venue
123 Street
Suburb, Town
with the reception to follow
at Reception Venue
456 Street
Suburb, Town*

RSVP

*Please RSVP to Bride or Groom by
Date at bridesemail@email.com*

*Please RSVP by Date to either Bride
at bridesemail@email.com or Groom
at groomsemail@email.com*

*Please RSVP by Date to Bride and
Groom at
bridesemail@email.com or on
+64 021 123 4567*

NB. The options above are examples only and
in no way indicate an exhaustive list.

BEFORE THE WEDDING

SAVE THE DATE CARDS

SIZE: A6 (105x148mm) Printed double sided

COST: \$3.75/\$3.25/\$3.00 (incl. GST)

PAPER STOCK: 250gsm white matt flat or textured card

QUANTITY: 1 per guest + partner

DESCRIPTION:

A Save the Date is a notice stating the date of a significant event such as a wedding. It is typically sent to those likely to be interested or affected by the event and states the planned date of the occasion so that recipients who wish to attend know to keep that date free. For weddings, save the dates usually take the form of a card, are generally sent out at least six to twelve months before the wedding date, and are usually followed by a formal Wedding Invitation.

WHAT WE NEED FROM YOU:

For the Save the Date card the information you'll need to supply includes the full names of the bride and groom, and the date, time and venue address(es).

CONTENT OPTIONS:

SAVE THE DATE:

The Save the Date card is typically open to more creative wording than the Invitation. However, you might want to ensure the tone matches that of the rest of your stationery. Regarding the venue, a shortened address (including the ceremony venue name and the area) is usually sufficient. Similarly if your reception is in a separate venue, this can be left till the Invitation.

You may or may not elect to include the words 'invitation to follow' at the end of the save the date as this is implied. We've included a few examples of sample wording below.

TRADITIONAL WORDING

*Bride's Mother and Bride's Father
look forward to celebrating with you
at their daughter's wedding on 24th
of March, 2013
Suburb, Town*

*Invitation and weekend itinerary
to follow*

*Save the Date
24th of March, 2013
to share in the joy of
Bride and Groom
as they are married at
Wedding Venue
Suburb, Town*

Invitation to follow

Bride's Mother and Bride's Father

*Reserve this Date

Your presence is requested
at the wedding of
Bride and Groom
on the 24th of March, 2013
Suburb, Town*

Invitation will follow

*The pleasure of your company
is requested at the wedding of
Bride and Groom
on the 24th of March, 2013
Suburb, Town*

Invitation will follow

*Groom's Mother and
Groom's Father*

continued on the following page

CONTEMPORARY WORDING

*Save the Date!
Bride and Groom
are getting married
on Sunday 24th of March, 2013
in Suburb, Town*

*Please Save the Date of
24th of March, 2013
for the wedding of
Bride and Groom
at Wedding Venue
Suburb, Town*

*Please save the date of
24th of March, 2013
for our wedding at
Wedding Venue
Suburb, Town
Bride and Groom*

Invitation to follow

Invitation to follow

RELAXED/LIGHTHEARTED WORDING

*A Great Girl, A Great Man
Save the Date, That's the Plan!*

Bride and Groom

*24th of March, 2013
in Suburb, Town*

Formal Invitation to Follow

*A romantic affair...
something special is in the air!
Kindly save the date for
a beautiful marriage celebration
uniting
Bride and Groom
on 24th of March, 2013
in Suburb, Town*

*It's written in the stars
that they were meant to be...
So write it on your calendar
there's going to be a party!
Save the date of
24th of March, 2013
for the marriage of
Bride and Groom*

Invitation and details to follow

NB. The options above are examples only and
in no way indicate an exhaustive list.

BEFORE THE WEDDING

REGISTRY CARDS

SIZE: Trimmed A6 (140x100mm)
Printed single sided

COST: \$2.75/\$2.50/\$2.25 (incl. GST)

PAPER STOCK: 250gsm white matt flat or textured card

QUANTITY: 1 per Invitation card

PRINTING: If you wish, the Registry can be printed on the reverse side of the Custom Map.

DESCRIPTION:

A registry identifies a supplier and guests will then contact this source, view the list and firm up a purchase. The supplier will monitor and update this list to ensure that there is no duplications of gifts. If you have registered for gifts you will usually be given discreet cards to put in with your Invitations showing where you have registered, and possibly giving a code and a website to log on to. If you decide to include these with the invites, there is really no need to add anything else as your guests will realise that you want something from your Registry. However, as these are branded and will likely look piecemeal with the rest of your wedding stationery, we can put that information into a designed card for you.

WHAT WE NEED FROM YOU:

For your Registry cards the information you'll need to supply us can be found on the discreet cards that will be supplied to you by your chosen registrar as a company title or in the form of a website and code. Simply supplying us with that information and mixing in some simple wording examples as shown below, together we can come up with a polite, attractive and matching Registry card.

CONTENT EXAMPLES:

REGISTRY CARD:

Seeing as you're shouting everyone a meal, drinks, music and great memories, it's only fair they can chip in with something in return right? For many people it's difficult to ask someone for something in return for the festivities at their wedding, but with some sensible wording and polite prompts, coupled with the contemporary expectations that guests should provide a gift of money or materials to help the newlyweds begin their life together, creating a Registry card doesn't need to be difficult. Remember though, that you can't force someone to purchase a gift from your

registry as some people and traditions prefer to give money instead. Registry cards are typically worded as though the gift is optional but very much appreciated. This is the most common and polite way to approach the subject.

If you aren't organising a registry, then perhaps a Wishing Well card (indicating a preference for monetary gifts) is better suited (*more on this here*). However if you would still like gifts for your home this can be accommodated in the wording as well.

Below are some examples to get you started.

TRADITIONAL WORDING

Should you wish to buy a gift for Bride and Groom, they have a gift list at Gift List Supplier, list number 123456. The list is open for 8 weeks from Date and the website is www.giftlistsupplier.co.nz

Your presence at our wedding is gift enough but if you do wish to buy us something, we have a registry set up at Gift List Supplier, list number 123456. Please see the details at giftlistsupplier.co.nz

Bride and Groom have not registered for gifts but are currently renovating their first home together. If you feel you would like to help them with this, any first home gifts would be greatly appreciated

BEFORE THE WEDDING

WISHING WELL CARDS

SIZE: Trimmed A6 (140x100mm)
Printed single sided

COST: \$2.75/\$2.50/\$2.25 (incl. GST)

PAPER STOCK: 250gsm white matt flat or textured card

QUANTITY: 1 per Invitation card

DESCRIPTION:

Similar in function to Registry cards, Wishing Well notifications are given to guests as an insert within the Invitation, if you would rather receive money instead of a gift. This is often used to help fund your honeymoon or if you're already living together and set up in a home, go towards other purchases related to beginning this new stage of your life.

WHAT WE NEED FROM YOU:

Wishing Well content, often in the form of a romantic poem, is really all we require for the production of this card. There are some examples below, but the Wishing Well card is the stationery item that gives a couple the greatest range on creativity.

CONTENT EXAMPLES:

WISHING WELL CARD:

You can really get more creative with your Wishing Well card. Some couples chose to use romantic poems or their favourite love related sayings, while others opt for more traditional wording. Whichever you choose, it's best to keep it in the same theme as that of the Invitation.

TRADITIONAL WORDING

Bride and Groom have not registered for gifts but are currently renovating their first home together. If you feel you would like to help them with this, money or vouchers would be greatly appreciated

Your presence at our wedding is gift enough but if you do wish to buy us something, a contribution towards our dream honeymoon would be appreciated

Because we will be travelling home after the wedding, a gift in an envelope would make life easier

continued on the following page

POEM INSPIRED WORDING

*So what do you get For the bride and groom,
whose house needs work in every room?*

*If buying a gift please don't be rash, as there's
always the option to just give cash.*

*We hope you don't find our request to be
funny, but we could really use a gift of money*

*Our two families have come together as one.
We really hope you can join in the fun.*

*A wishing well we thought would be great,
but only if you wish to participate.*

*A gift of money is placed in the well,
then make a special wish, but do not tell!*

*Please do not be offended by our request,
as our day is complete having you as a guest*

*If you were thinking of giving a gift
to help us on our way.*

*A gift of cash towards our house,
would really make our day.*

*However, if you prefer a gift, feel
free to surprise us in your own
special way*

NB. The options above are examples only and
in no way indicate an exhaustive list.

BEFORE THE WEDDING

CUSTOM MAP CARDS

SIZE: Trimmed A6 (140x100mm)
Printed single sided

COST: \$2.75/\$2.50/\$2.25 + one off \$80 Custom Map design fee (incl. GST)

PAPER STOCK: 250gsm white matt flat or textured card

QUANTITY: 1 per Invitation card

PRINTING: If you wish, the Custom Map can be printed on the reverse side of the Registry/Wishing Well Card.

DESCRIPTION:

Custom Map cards are a useful and welcome addition to an Invitation. By including a Custom Map card you're giving your guests all the information they'd need to find your venue with no extra effort as well as removing any user error on your guests' part. This is especially true for older parents or grandparents. The most useful part of a Custom Map card is the ability to locate numerous locations or landmarks on the one map, saving your guests any route planning confusion.

WHAT WE NEED FROM YOU:

To create your Custom Map card we require a list of landmarks you require as well as the URL containing a google maps location. Don't worry the method for obtaining this URL is explained below.

CONTENT OPTIONS:

CUSTOM MAP CARD:

If you'd like to proceed with the map card, please decide what content you'll need displayed. Due to the size of the card, there's a limited amount of information that can be included. For example, if you'd like to include a list of directions, note that this will reduce the area that we can use for the map and its locations. Typically a good locations map should include icons for the venue(s) as well as a couple of indicators such as landmark shops, statues or local hubs, as well as the names of main roads. Too much information clutters the map which is why we recommend keeping locations and road names to the bare minimum required to get your guests to your wedding.

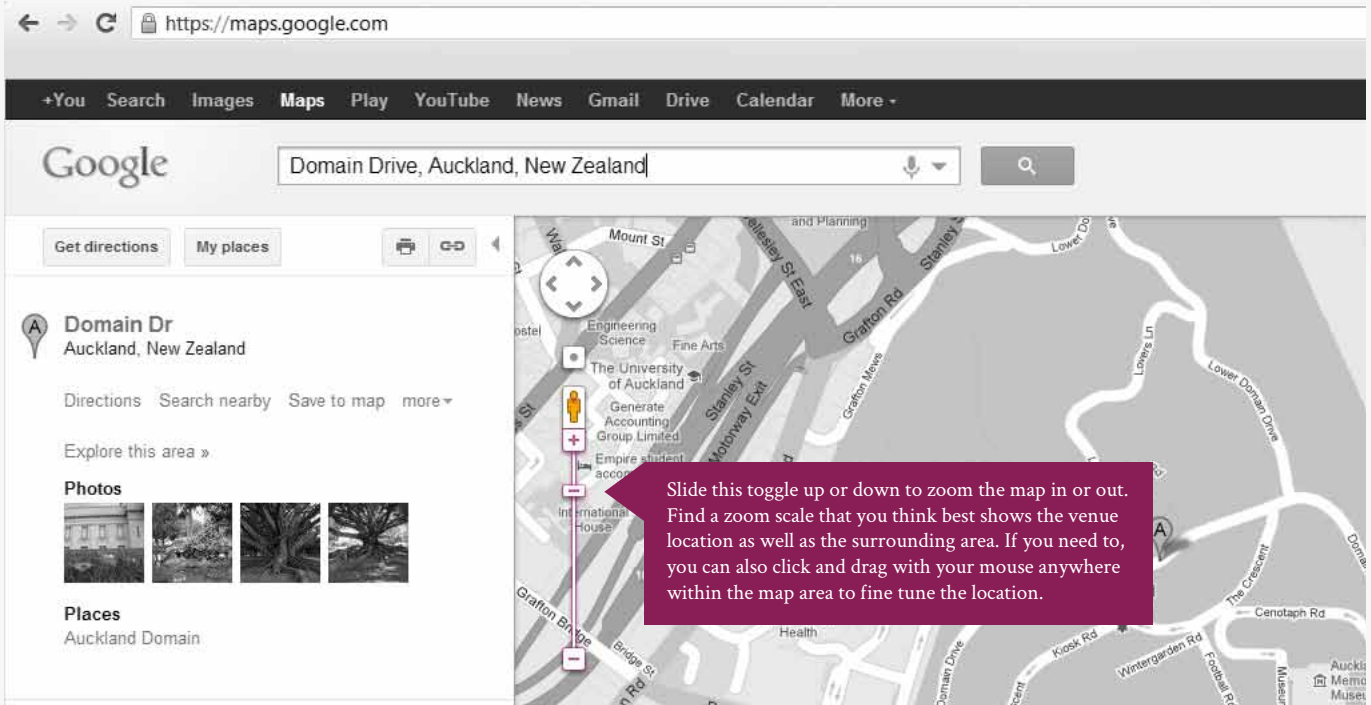
FINDING YOUR GOOGLE MAPS URL - STEP 1

A Open your web browser and in a new window, navigate to maps.google.com.

B Enter the address of your venue and press enter, return or click the magnifying glass.

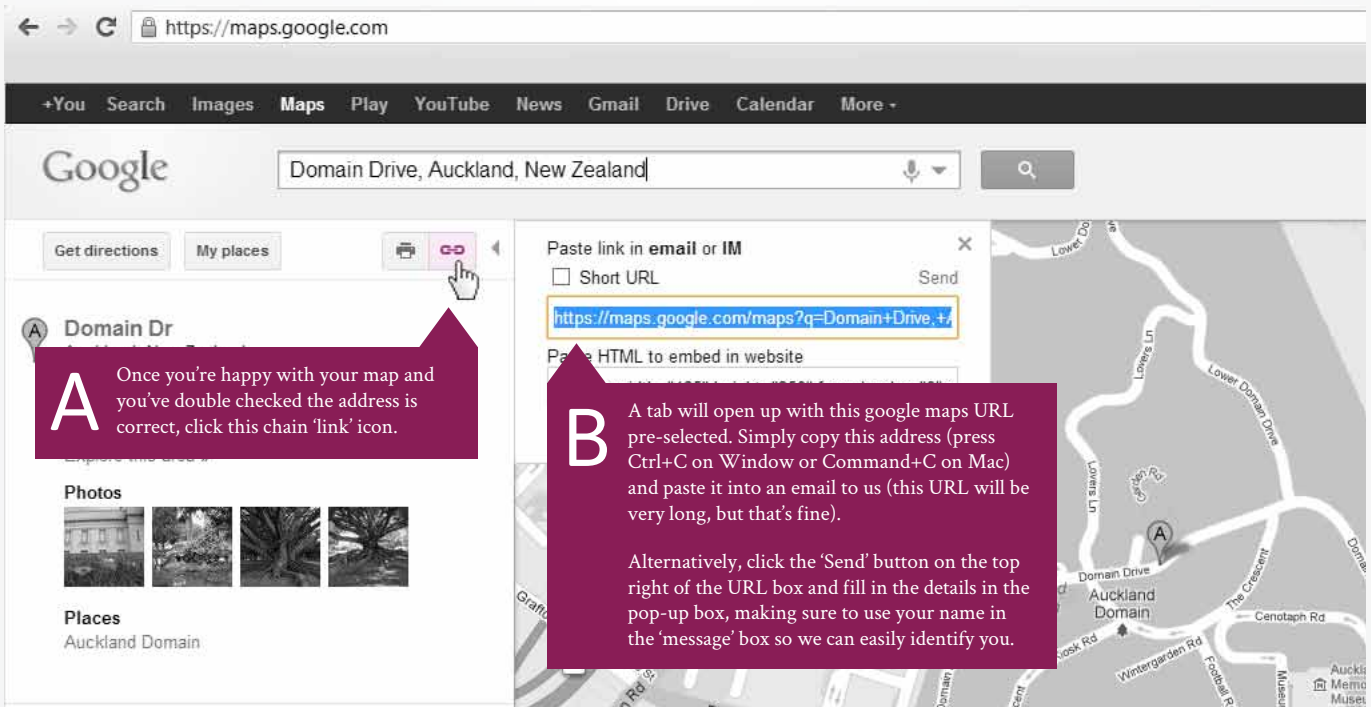
The map in this part of your screen will update to show the area surrounding your location as well as this marker indicating the exact address.

FINDING YOUR GOOGLE MAPS URL - STEP 2



Slide this toggle up or down to zoom the map in or out. Find a zoom scale that you think best shows the venue location as well as the surrounding area. If you need to, you can also click and drag with your mouse anywhere within the map area to fine tune the location.

FINDING YOUR GOOGLE MAPS URL - STEP 3



A Once you're happy with your map and you've double checked the address is correct, click this chain 'link' icon.

B A tab will open up with this google maps URL pre-selected. Simply copy this address (press Ctrl+C on Window or Command+C on Mac) and paste it into an email to us (this URL will be very long, but that's fine).

Alternatively, click the 'Send' button on the top right of the URL box and fill in the details in the pop-up box, making sure to use your name in the 'message' box so we can easily identify you.

Repeat these steps for each venue you'd like included on your map.

BEFORE THE WEDDING

PRINTED ENVELOPES

SIZE: C6 (162x114mm)
Printed single sided

COST: 75¢ each (incl. GST)

PAPER STOCK: 80gsm white paper

QUANTITY: 1 per Invitation, Save the Date and Thank You card.

DESCRIPTION:

Each of your Invitations, Save the Date and Thank You cards comes with a complementary plain white envelope. Alternatively, popular practice suggests that our customers would like to compliment the style of the cards within, so instead we can supply you with matching envelopes for a small additional cost. These envelopes feature a border matching the stationery theme leaving ample space for you to stick any stamps and write your guests' addresses.

WHAT WE NEED FROM YOU:

We'll only need the quantity from you to proceed with printing. As these are used for the Invitations, Save the Date cards and Thank You cards, please ensure you take into account the envelopes required for all these cards.

THE STATIONERY ON OFFER

- On the day -

ON THE DAY

PROGRAMME

SIZE: A5 (148x210mm). Printed single sided

COST: \$2.50/\$2.25/\$2.00 (incl. GST)

PAPER STOCK: 250gsm white matt flat or textured card

QUANTITY: 1 per guest

DESCRIPTION:

Wedding programs explain the order of the events, list the songs and readings, and name the members of the wedding party. Couples can use the wedding program as a way to make their ceremony more personal. It is certainly acceptable for programs to include songs or poems that have special meaning to the couple, as well as listing the bride's "something old, something new" trinkets and heartfelt sentiments "in memory of." The Programme can be as detailed or simple as you'd like, with many preferring to use a Programme for the wedding ceremony while letting their chosen master of ceremonies dictate the order of events for the reception so they can adjust things on the fly as changes might come up.

WHAT WE NEED FROM YOU:

Depending on whether you're after the typical wedding ceremony programme or a full wedding and reception programme, we can accommodate your request. However, if there is a lot of content the Programmes may need to be printed double sided which will incur additional costs (which we will certainly quote you before proceeding).

CONTENT EXAMPLES:

PROGRAMME:

The wedding ceremony content typically begins with an introduction of important names such as (but not limited to) the bride, groom, maids of honour, best men and parents. This is then followed by the order of events culminating with 'reception' indicating the move of your guests to the reception venue. However this is completely open to your wedding's procedure, especially when related to the reception component of the ceremony. Feel free to use the following wording examples for inspiration, but make sure you're having the wedding you want, not just following a predefined script. There is always the potential to include hymns, songs and additional speeches into the proceedings. Most importantly have fun!

TYPICAL DETAILS INCLUDE:

- The introduction
- Names of the wedding party
- Ceremony order
- List of songs and readings

ADDITIONALLY INCLUDED ARE:

- Memorials
- Brief biographies
- Readings/quotations
- Song lyrics
- Explanation of rituals
- A thank you to parents, guests, and relatives
- Fun sentiments such as a short description on how you two met or a humorous anecdote about your first date

INTRODUCTION

*The Marriage Ceremony Uniting
Bride and Groom*

*The Marriage of
Bride and Groom
Saturday, the twenty-fourth of March
two thousand and thirteen
Wedding Venue
Suburb, Town*

*Bride and Groom
A Wedding Celebration in
Paradise*

continued on the following page

NAMES OF THE WEDDING PARTY

The Wedding Party

Parents

Mr. and Mrs. John Adams

Rev. and Mrs. Jon J. Finn

Grandmother of the Bride

Mrs. June Smith

Grandparents of the Groom

Cdr. and Mrs. Christopher C. Adams

Mr. and Mrs. Edward Adams

Bridesmaids

Miss Anna Frasier

Miss Emma White

Miss Lynda Taylor, Groom's sister

Groomsmen

Mr. Jon Adams, Bride's cousin

Mr. Conrad Adams, Groom's brother

Mr. Pearson Adams, Groom's brother

Flower Girl

Miss Sarah Allen, Groom's cousin

Ring Bearer

Mr. Stephen Oliver

Ushers

Mr. Alan Finn, Bride's cousin

Mr. William Adams, Groom's cousin

Officiating Ministers

Dr. James Uless

Rev. Timothy Scott

Pianist

Mrs. Hannah Lane

Wedding Director

Mrs. Caroline Gravatt, Bride's aunt

Guestbook Attendants

Mrs. Fiona Adams

Ms. Georgina Adams

CEREMONY ORDER EXAMPLE

Order of Events

Seating of Grandparents and Mothers

"In This Very Room" by Harris

Attendants' Processional

"Canon in D" by Pachelbel

Bride's Processional

"Bridal Chorus" by Wagner

Greeting

Dr. Uless

Prayer

Dr. Uless

Unity Candle - Parents

"Parent's Prayer" by Davis

Scripture Reading - I Corinthians 13

Dr. Uless

Exchanging of Vows and Giving of Rings

Rev. Scott

Unity Candle - Bride and Groom

Rev. Scott

Prayer

Rev. Scott

Pronouncement and Benediction

Rev. Scott

Presentation of Husband and Wife

Rev. Scott

Recessional

"Wedding March" by Mendelssohn

Reception

NB. The options above are examples only and in no way indicate an exhaustive list.

ON THE DAY

MENU

SIZE: A5 (148x210mm). Printed single sided

COST: \$2.50/\$2.25/\$2.00 (incl. GST)

PAPER STOCK: 250gsm white matt flat or textured card

QUANTITY: 1 per guest

DESCRIPTION:

As you might imagine, the Menu is one of the most straight forward pieces to create, however it's one of the most difficult to decide on! Weddings now tend to begin with a selection of hors d'oeuvres and then allow their guests to pick from a selection of entree's, mains and desserts. However you decide to structure your Menu, send through the details and we'll add it to your stationery.

WHAT WE NEED FROM YOU:

Once you've decided on the menu, fill out the relevant section in the form we'll email out to you remembering to list how you'd like each course headlined and we'll take it from there. It might be easier to ask your venue to email you your selected dining options and then copy paste that into the form to avoid any spelling errors or other mistakes.

CONTENT EXAMPLES:

MENU:

As the Menu can contain any number of items, we'll list some potential course titles for you to consider, if you want to have titles at all. Remember you could also list the wines that accompany each course beneath.

MENU COURSE NAMES

FIRST COURSE

Entree
Hors d'oeuvres
Appetiser
Starter
Nibbles
Finger food

MAIN COURSE

Main
Dinner
Principle
Feast
Supper

FINAL COURSE

Dessert
Sweet treats
Best bit
Finale
Pudding

NB. The options above are examples only and in no way indicate an exhaustive list.

ON THE DAY

SEATING CHART

SIZE: A3 (420x297mm) mounted or A2 (594x420mm) mounted. Printed single sided

COST: A3 \$60, A2 \$85 (incl. GST)

PAPER STOCK: 250gsm white matt flat or textured card mounted

QUANTITY: 1, perhaps 2 (for larger weddings)

DESCRIPTION:

The Seating Chart is used to place people at their respective tables. With this in mind, there are typically three types of Seating Charts. The first is a plan of the reception dining area with the tables laid out as they're seen in the dining room with guests' names entered above their table. This is not as easy to navigate as the other options, but once your guest's name is found, it's easier to find their table's location. Also keep in mind that depending on the layout of the dining room, this option might be quite difficult. The second option simply lists the table number or name and the list of the guest for that table underneath. Again, finding your name might be difficult, however this can look far more ordered as there is not room plan to follow. Finally, you can list your guest in alphabetical order with their table number located next to it. This is the easiest way for guests to find their name and allows for people to move on more quickly.

WHAT WE NEED FROM YOU:

We will need a list of your table names or numbers, as well as the list of guests and which table they're sitting at. This is all included on a form we'll send out to you.

CONTENT EXAMPLES:

SEATING CHART:

There are a couple of etiquette rules regarding the naming of people and their guests on the seating plan. For married couples you can use the formal – Mr. & Mrs. John Smith or the more informal – Jane & John Smith (man's name is listed second). You can always list them separately if you prefer. For unmarried couples, list separately, using formal or informal style from above. For children, if they are all at the same table, you can use "Mr. & Mrs. John Smith and Family" or you can list them separately. If you have a large number of children, it will reduce the number of lines on the chart by using "and Family." If listing children separately, either use Miss or Master for formal salutations or include their first names for a more informal plan.

ON THE DAY

TABLE & PLACE CARDS

SIZE: A5 (148x210mm) folded - Table cards.
Business Card (90x55) - Place cards.
Both printed single sided.

COST: Place cards \$2.00/\$1.75/\$1.50
Table cards \$5.00 each (incl. GST)

PAPER STOCK: 250gsm white matt flat or
textured card

QUANTITY: 1 per guest

DESCRIPTION:

Coupled with the Seating Chart, Table cards and Place cards are used to help your guests find their places at the reception dinner. Place cards also serve the function of identification of guests who may otherwise be unknown to one another, making getting to know others at your table less intimidating.

WHAT WE NEED FROM YOU:

We will need a list of your table names or numbers, as well as the list of guests and which table they're sitting at. This should all be included on a form we'll send out to you.

CONTENT EXAMPLES:

PLACE CARDS:

The names on the Place cards should match the names on the seating chart, so if you're planning a more formal wedding, ensure you're consistent with the use of Mr, Ms, Mrs and their first names. Otherwise, it's acceptable to use only first names (provided there isn't more than one person with the same name on the table), when creating place names for a more personal touch.

TABLE CARDS:

Table cards are used to indicate the name or number of the table. While numbers are more common, names of places or items the couple has a special bond with are also often used. However you choose to differentiate the tables at your reception, make sure when supplying us with the information that your spelling has been double checked. Our standard Table cards are A5 folded so they form a little tent in the middle of the table. Each side of the tent is printed to make it easier for guests to identify the table.

ON THE DAY

FAVOUR CARDS

SIZE: Up to your imagination

COST: Varies

PAPER STOCK: Varies

QUANTITY: 1 per guest

DESCRIPTION:

Wedding favours are small gifts given as a gesture of appreciation or gratitude to guests from the bride and groom during a wedding ceremony or a wedding reception. Wedding favours are diverse and usually complement the theme or season of the event. Popular favours can range from the classic sugared almonds or individual chocolates to candles and scented soaps. Modern gift trends include CDs with the favorite music of the bride and groom, shot glasses filled with colored candy or silver picture frames with a photo of the couple. Whatever you choose to gift as a party favour, there is often a small thank you note (Favour card) accompanying them.

WHAT WE NEED FROM YOU:

Our role regarding the favours is limited to the accompanying message. All we would require from you is the content that will accompany your favour. As the possibilities for Favour cards are so diverse, we've chosen not to create a standard template for them allowing you to be more creative with how you'd like them made to fit the gift you're giving. A box of chocolates might suit a small one sided card, while a CD of your favourite music might look better with the CD label and jewel case designed to fit the gift. That being said, we'll still ensure your artwork is made to the highest quality and at a reasonable cost.

CONTENT EXAMPLES:

FAVOUR CARDS:

While there are many different favours, typically they come accompanied with a thank you note from the bride and groom. These can be as formal or personal as you like. We've listed a couple below to help get you started. Alternatively, perhaps a poem or favourite love quote might be more appropriate. As always, the more it matches the remainder of your stationery in its tone the better.

FAVOUR CARD WORDING

*We thank you for being with us
at this celebration of love
and the beginning of our
life together*

*Thank you for celebrating our
special day!
Bride and Groom*

*Thank you for helping create
beautiful memories that we will
carry in our hearts for a lifetime*

*Thank you for your presence here
and all the joy you've shared.
Thank you for the love you gave
and for your thoughtful prayers*

NB. The options above are examples only and in no way indicate an exhaustive list.

THE STATIONERY ON OFFER

- Thanks! -

THANKS!

THANK YOU CARDS

SIZE: A6 (105x148mm) Printed double sided

COST: \$3.75/\$3.25/\$3.00 (incl. GST)

PAPER STOCK: 250gsm white matt flat or textured card

QUANTITY: 1 per guest + partner

DESCRIPTION:

After months of planning and a day of exhilarating celebration, the Thank You card is the most forgotten part of a wedding, but is one of the most important details because it lets your guests know how appreciative you are that they shared in your wonderful event and of the gifts they gave. To accommodate this, space can be made available for any personal remarks you might wish to include. Typically Thank You cards are sent 3-6 weeks after your honeymoon, while the wedding is still fresh in your guests' memory.

WHAT WE NEED FROM YOU:

For the Thank You cards, we only require the wording you'd like included. We've listed some options below to help you get started.

CONTENT OPTIONS:

THANK YOU CARD:

Thank you cards are typically quite simple and to the point; a quick thank you to all your guests for their attendance at your wedding and the gifts or money you've received to help you get started in this new part of your life. However, even though it's a simple message, care should be given to ensure it's delivery is sincere and includes a personal touch. So have a little think about how you can take the wording suggested below and add

a personal reference to ensure the Thank You card is set apart from any other generic hallmark card you might buy off the shelf at the book store. Your guests will appreciate the effort. As with the rest of the stationery it makes sense to keep the same tone for your Thank You cards, either traditional and proper or more informal.

TRADITIONAL WORDING

*Thank you for joining us
as we began our new life together.
Your generosity and thoughtfulness
were very much appreciated.
Bride and Groom*

*Thank you so much
for being there on our wedding day
and for your most generous gift
for the start of our new lives together
Bride and Groom*

*With sincere appreciation,
we both send thanks to you
for your very lovely gift
and for your thoughtful wishes, too.
Bride and Groom*

continued on the following page

INFORMAL WORDING

Thank You!
We only hope that you had
as much fun at our wedding
as we did!
Bride and Groom

Being remembered
in such a nice way
Means a lot more than
Just "Thank you" can say!
Bride and Groom

Just a note to thank you
and a line to tell you, too,
nothing was more welcomed
than the lovely gift from you.
Bride and Groom

Thank you for sharing
our special day with us,
and for the very lovely gift.
Bride and Groom

NB. The options above are examples only and
in no way indicate an exhaustive list.

CONTACT US

We certainly hope this document has been helpful to you and if you'd like to get in contact please don't hesitate to email us at this address.

hello@savethedate.co.nz

If you'd like to see our designs, it can all be found on our website, savethedate.co.nz