

Wedding Stationery Checklist

Checklist · 34 items · 7 sections

Every paper item from save-the-dates to thank-you cards, with ordering timelines and quantities.

Open the editable version online:

<https://genechecklist.com/checklist/wedding-stationery-checklist>

PLANNING

- Choose overall stationery style and design to match wedding theme and colours
HIGH
- Decide between printing company, designer, or DIY for all stationery
HIGH
- Order 10-15% more than your guest count to account for mistakes and keepsakes
- Proofread every piece carefully before approving: check names, dates, addresses
HIGH

SAVE THE DATES

- Design and send save-the-dates (send 6-12 months before, 12+ for destination weddings)
HIGH
- Include wedding website URL on save-the-dates
- Consider digital save-the-dates to save cost and paper

INVITATIONS (SEND 6-8 WEEKS BEFORE)

- Design wedding invitation suite: main invitation card
HIGH
- Design RSVP card with a clear deadline date (4-6 weeks before wedding)
HIGH
- Design information card (venue address, parking, accommodation, dress code)
HIGH
- Include dietary requirements section on RSVP card
HIGH
- Include pre-stamped return envelope for RSVP cards
- Design and include gift list or registry card or note
- Design separate evening invitation for evening-only guests

HIGH

- Address all invitation envelopes correctly and elegantly
- Weigh a complete invitation suite at the post office to buy correct postage

HIGH

- Send invitations: track RSVPs as they return

HIGH

CEREMONY STATIONERY

- Design order of service / ceremony programme
- Include ceremony running order, hymn lyrics, readings, and vows overview
- Print one order of service per guest (usually ordered 4-6 weeks before)

HIGH

RECEPTION STATIONERY

- Design seating plan / table plan display for reception entrance
- Design and print place cards for each guest's seat
- Design and print table name cards or table numbers
- Design and print menu cards for each place setting
- Design and print order of day / evening programme for each table

HIGH

HIGH

HIGH

SIGNAGE

- Design and print bar menu signage
- Design and print welcome sign for ceremony entrance
- Design and print directional signs (car park, ceremony, reception)
- Design and print favour tags if using individual favours
- Design and print guestbook prompts or alternative guestbook cards
- Design and print social media hashtag sign for reception

THANK YOU CARDS (SEND WITHIN 8 WEEKS)

- Write and send personalised handwritten thank-you cards to all guests and vendors
- Order thank-you card design to match your overall stationery suite
- Include a favourite wedding photo in thank-you cards as a keepsake for guests

HIGH