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A GUIDE TO  
WEDDING  
STATIONERY

FROM

MADE BY  
**WOOD & WOOD**

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# HELLO

*Firstly, congratulations on your engagement!*

*Wherever you are on your wedding planning journey - whether you're setting your date and picking your venue or deciding on some of the finer details, we're sure you're experiencing the giddy-mix of excitement tinged with a hint of overwhelm.*

*We've been there!*

*Wedding planning is a heck of a journey and one part of the process that can often cause anxiety is wedding stationery. And it's no surprise. Your Save the Dates or Invites are the first taste your guests will get of your wedding and it really does set the tone of what's to come so it's important to get it right!*

*As such, we've put together this step-by-step guide and timeline of how-what-when to help in your quest to produce the perfect wedding stationery for you and your partner.*

*If anything is unclear feel free to drop us  
(Chloe & Tom) a line at  
[hello@madebywoodandwood.com](mailto:hello@madebywoodandwood.com)*

# HOW THIS GUIDE WORKS

*This guide is made with a simple navigation system (but can also be easily scrolled too).*

*Due to restrictions on some devices, not all of the links will work. However, where possible, we've provided the full titles of our additional blog posts so you can easily search and find the information you're looking for on our website.*

*We've broken the information down into sections from start to finish, following a timeline from your engagement to your wedding. Overleaf you can tap a title and go to the relevant section.*

*To return to the Contents page  
simply tap here.*

*And to return to the Start,  
simply click here.*



# THE COUNTDOWN

ENGAGEMENT  
TO 12 MONTHS

YOUR  
GUEST LIST

12 TO 11  
MONTHS

**DISCOVER  
YOUR STYLE**

11 TO 10  
MONTHS

SAMPLE SAMPLE  
SAMPLE

10 TO 9  
MONTHS

**UNDERSTANDING  
DESIGN, PRODUCTION  
AND DELIVERY**

9 TO 8  
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SELECTING  
YOUR DESIGNER

8 TO 6  
MONTHS

**SEND THE  
DATE**

6 TO 5  
MONTHS

REFINE YOUR  
INVITES

5 TO 3  
MONTHS

*INVITE & DELIGHT*

3 TO 2  
MONTHS

**COLLECTING  
THE RSVPs**

2 MONTHS UP TO  
THE WEDDING

*Finishing*  
**TOUCHES**

THE BIG  
DAY IS HERE

YOUR  
WEDDING DAY

1 TO 3  
MONTHS AFTER

A LITTLE  
THANK YOU



# YOUR GUEST LIST

FROM ENGAGEMENT  
TO NOW



*You may already have a guest list and if so, congratulations, you're off to a great start (shortlisting guests can be a serious challenge if you're tight on numbers or you just can't stand your Partner's Uncle!) If not, don't worry - we've got a few key questions to ask yourself to help navigate who should make the cut.*

*It's great to have a (close to) final guest list before you start looking at stationery as it helps to provide you with some key figures; such as how many invitations you require, if you need evening invitations (and how many) and whether or not you will have a secondary list, should some of your first choices not be able to make it.*



# THE GUIDE TO YOUR GUEST LIST

*The best way to start your guest list is by writing your down 'must-haves'. These are, most likely, your closest family members and closest friends...they're people you see when you're imagining your wedding day.*

*Then take everyone else on a case-by-case basis. From extended family and 'old-school' friends to colleagues; ask yourself some key questions in order to determine if they feel like they're someone you should invite:*

*Will they add something positive to our day?*

*Do you think they would like to be there?*

*Would they know anyone else and/or feel comfortable being there?*

*Do you see them being a part of your future?*

*Do you have the budget available to be able to invite them?*

*If it's a colleague, do you hang out outside of work?*



# THE GUIDE TO YOUR GUEST LIST

[CONT.]

*If your parents are contributing to your wedding, do they have friends that they would like to invite too?*

*Have you met / will you meet this person before your wedding? (for potential plus 1's)*

*And perhaps most importantly...*

*Can you imagine making your vows and sharing one of the most intimate and special moments of your life, in front of them?*

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*All of the above, should help you to determine what feels right for you and hopefully will help to provide you with a list of your friends and family that you want to be there on your wedding day.*



# DISCOVER YOUR STYLE

12 TO 11  
MONTHS AWAY



*Now is the perfect time to dive into research and discover the types of stationery styles that you like, that reflect the two of you as a couple and that could set the visual tone of the rest of the day you're looking to create. From traditional to festival to modern, there are endless options to consider. In the first instance, we'd recommend looking through a host of resources: our favourites are Pinterest and wedding directories such as Rock My Wedding and Hitched, but there's also the good, old-fashioned Google search too. It's important to start with an open mind and be sure to Pin or save anything that catches your eye – even if it's the smallest detail – and make a note as to why you like it so you don't forget! Once you've got an overview or long-list, we'd recommend sitting down with your partner and sharing what you like together. It helps to collate this into a joint moodboard (either digitally or physically) from which you can pick your favourites and narrow down a shortlist.*

*You can read our guide on how to use Pinterest for your wedding here: [The 6 ways to use Pinterest](#).*



# WHAT STATIONERY ITEMS WILL I NEED?

[CONT.]



*Whilst you discover the styles you like for your wedding stationery, you'll also need to consider the items you will need and want to create.*

*You may find that some stationers break down stationery into two categories:  
Before The Day and On The Day.*

*Before The Day stationery:  
Includes things like Save The Dates, Invitations  
and RSVPs*

*On The Day stationery:  
Includes items like Menus, your Order of Service  
and your Table Plan*

*Below is a helpful long list of all the different stationery items you may want to consider. Not every item will be right for your day, but this guide will help you to determine which ones will work for you.*



# A GUIDE TO STATIONERY ITEMS

*Here we describe all the potential stationery items you might want or need for your wedding, providing you with a better understanding of what's right for you.*

*Before the Day:*

*Engagement party invitations  
Bridesmaid / Groomsmen cards  
Save The Dates  
Invitations  
Website  
RSVP Cards + Envelopes (pre-addressed)  
Info / Detail Cards*

*On the Day:*

*Order of Services  
Table Plans  
Table Names  
Guest Place Cards  
Menus  
Favour Tags  
Wedding Signage*

*After the Day:*

*Thank You Cards / Notes*



# FROM ENGAGEMENT

## ENGAGEMENT PARTY INVITATIONS

*You may wish to celebrate your wonderful news with your friends and family and an engagement party is the perfect way to really mark the occasion.*

*If you plan to host an event, a formal Invitation (rather than a group email or Whatsapp message) is a great way to kick off proceedings, start to build excitement amongst your guests, and really set the tone for your celebrations.*

## BRIDESMAID AND GROOMSMEN CARDS

*For both you and your partner, your Bridesmaids and Groomsmen are likely to be some of your closest friends and family. When you ask them if they'd like to be by your side when you get married, you may wish to mark this special moment in your friendship by giving them a lovely handwritten card that they can treasure as a memento of your wedding, forever.*



# BEFORE THE DAY

## SAVE THE DATES

*The first stationery item which many will opt for is a save the date. These are especially great if...*

*You're planning a wedding more than a year in advance as it bridges the gap between your engagement and your big day.*

*You're having a destination wedding, so you can give your guests enough time to prepare and save.*

*A specific guest will need to travel a long distance to get to you.*

*You're getting married at a particularly busy time of year i.e. summer or a Bank Holiday weekend wedding.*

*Ultimately, save the dates ensure that as many of your loved ones as possible will be able to make it to your wedding and share in your celebrations.*



# BEFORE THE DAY

## INVITATIONS

*A wedding invitation can be composed of a series of different pieces. The main invitation itself and then additional elements such as an RSVP card, an information card or, alternatively, a wedding website to host all relevant information about your day.*

## RSVP CARDS + ENVELOPES

*RSVP cards provide your guests with an easy way to respond to your invitation. They normally require a couple of fields to be filled out which can include the name of guests, whether or not they'll be attending and dietary requirements etc. They can then be returned using a pre-addressed envelope, making it really easy and straightforward for your guests – and therefore more likely that they'll RSVP in good time!*



# BEFORE THE DAY

## INFO / DETAIL CARDS

*Information cards enable you to provide your guests with some additional key information, such as directions to your venue, details of hotels in the area, taxi numbers and anything else they'll need to know before and during your day.*

## WEBSITE

*Increasingly popular, wedding websites can help to reduce some of the invitation printing costs by hosting all relevant information for guests to access before the big day. This can include timings, directions, gift-list, details on hotels, taxis and accommodation. They can also include an option for guests to RSVP directly online.*



# ON THE DAY

## ORDER OF SERVICE

*Your order of service will be first seen by your guests during your ceremony. It may be laid out on seats or handed out by your Groomsmen. It can contain anything you want, from traditional readings and hymns to welcome notes, thank you's and information about the wedding party. Its purpose is to give an outline of your wedding day and what your guests can expect whilst they celebrate with you. For many, this is a keepsake of the day and increasingly popular are wedding newspapers. These are a little more untraditional, but can be great for including additional information, pictures and more bespoke or personal ideas.*

*You can see examples of wedding newspapers on our website:*

*[madebywoodandwood.com/newspapers](http://madebywoodandwood.com/newspapers)*



# ON THE DAY

## TABLE PLAN

*If you plan to have a sit-down meal on your wedding day, then a table plan is a great way to ensure your guests can easily find their seat. Importantly, ensuring the caterers can get food out to your guests whilst it's still warm and giving you all more time to celebrate!*

*Table plans and table names (see below) are increasingly becoming a way to personalise your wedding. There are some truly wonderful and creative ways we've seen to create your table plan – from maps of the world to ferris wheels - so have a little look online to find some inspiration!*

## TABLE NAMES

*Table names help guests to narrow down their seating position and find their seat much quicker.*

*As above, naming your tables is also a lovely way to make things a bit more personal; you could name each table after your favourite films / books / typefaces / bands / songs / drinks / places. The possibilities are endless but it's a great way to reflect the things that are special to you and your partner and prove an excellent talking point for guests!*



# ON THE DAY

## GUEST PLACE CARDS

*If you'd like your guests to sit in a specific seat on your table, rather than taking any seat, then having place cards is a great way to do this. From simple folded cards to tags on favours, there are a host of interesting ways to let your guests know which seat to park their bum on.*

## MENUS

*From the food to the wine and beer (or any other drinks), printed menus on your tables are a great way to start getting everyone excited about the feast that they're about to enjoy!*

*Menus are also really useful for allergy information, providing vegetarian and vegan options and letting those who fit into these categories know that they have been catered for.*



# ON THE DAY

## FAVOUR TAGS

*Favours are a great way to share a little something with your guests. From miniature drinks bottles and homemade candles to CDs with music from your wedding day, favours present another option to showcase and share with your guests, a creative talent or an interest one or both of you has. If you're clever, you could also individually name your favours so your guests know whose is whose and so you don't have to produce separate name cards too!*

## SIGNAGE

*Wedding signage can often be a forgotten part of wedding planning, but it's one of the most vital ones. This is especially the case for barn and marquee weddings, where it's not always clear where things are. Simple directional signs for toilets, the dancefloor, taxis etc can really help your guests find their way around. And they add a beautiful creative touch to your venue too!*

*Welcome signs are also a great way to let your guests know they're in the right place, and they're also a great keepsake for you and your partner after the day.*

*You can see examples of the signs we create at:  
[madebywoodandwood.com/signage](http://madebywoodandwood.com/signage)*



# AFTER-THE-DAY

## THANK YOU CARDS / NOTES

*Saying thank you to those wonderful family members and friends who celebrated with you is a perfect way to round off your wedding. You could include a photograph from your day or keep things consistent and create something in-line with the rest of your stationery. Either way, a lovely handwritten and personal note inside is always well received and shows your guests just how much their presence meant to you both.*



S A M P L E  
S A M P L E  
S A M P L E

11 TO 10  
MONTHS AWAY



*Once you have an idea of the styles – and even the stationery designers – you like, it’s worthwhile purchasing some samples. This is especially important if you plan to send out physical invitations (rather than digital ones).*

*These samples will give a feel for the quality your shortlisted stationery designers can produce for you and this might help to reduce down your options if there are lots you are considering.*

*You can see our stationery samples at [madebywoodandwood.com/samples](http://madebywoodandwood.com/samples)*



C O N S I D E R  
Y O U R  
B U D G E T

[CONT.]



*At this stage it's worth looking at your wedding budget (if you have one) and deciding which options are best for you. It may be that a cheaper off-the-shelf product that you print yourself is the best way to save money for other items you deem more important. Alternatively, if having something truly unique is important to you both, you may wish to invest in hiring a designer who can create a totally bespoke design for you. Ultimately, the decision is yours and you need to pick what's right for you.*



# UNDERSTANDING DESIGN, PRODUCTION AND DELIVERY

10 TO 9  
MONTHS AWAY



*It's now time to decide on how you want to design, produce and deliver your stationery to your guests.*

## DESIGN

*There are a variety of options available to you.  
These include:*

*Off-the-shelf — typically a pre-designed template which you pick, provide your specific details to the stationer and they add your details to the templated design.*

*Semi-bespoke — takes off-the-shelf one step further, allowing you to adjust details of a templated design like fonts or colours (making it slightly more tailored to your tastes and style).*

*Fully bespoke — start from scratch with a unique design created just for you.*



# UNDERSTANDING DESIGN, PRODUCTION AND DELIVERY

[CONT.]



## PRODUCTION

*Print at home – if you're designing your stationery yourself, you may choose to print and produce your stationery at home, using your own printer. Some stationers may also offer some of their designs as 'print yourself' options. In most cases, this is likely to be the most cost-effective option but there are some limitations to be aware of which you can read about in our blog post, [Your Guide To Print At Home Wedding Stationery](#). Namely, these include significantly reduced print quality and consistency.*

*Professional printing – this can either be the printer recommended by your stationer or you may like to find someone yourself. Professional printing will ensure consistent quality across your stationery and will be required for special techniques, such as embossing, foiling, white ink and die-cutting.*



# UNDERSTANDING DESIGN, PRODUCTION AND DELIVERY

[CONT.]



## DELIVERY

*You could send your save the dates and invitations digitally (using email or apps like Whatsapp) or physically (via post).*

*One of the pros of sending your invites digitally is the cost saving advantage, however a printed invitation benefits from feeling more personal and considered.*

*We've written more about the pros and cons of each as well explaining what a digital invite includes in: [Your Guide To Digital Wedding Invitations](#), which you can find on our blog.*



# SELECTING YOUR DESIGNER

9 TO 8  
MONTHS AWAY



*It's now time to choose a stationery design. Depending on what design route you choose, the process with your stationery designer will look something like this:*

## OFF-THE-SHELF DESIGN

• 1 •

SHORTLIST A DESIGN COLLECTION/TEMPLATE

• 2 •

ORDER A SAMPLE (IF YOU HAVEN'T ALREADY)

• 3 •

ORDER YOUR CHOSEN DESIGN

• 4 •

SHARE YOUR DETAILS WITH YOUR STATIONER

• 5 •

RECEIVE A DIGITAL DESIGN PROOF

• 6 •

REVISE (IF REQUIRED)

• 7 •

PRINT + PRODUCE



S E L E C T I N G  
Y O U R  
D E S I G N E R

[ C O N T . ]



S E M I - B E S P O K E D E S I G N

• 1 •

SHORTLIST A DESIGN COLLECTION/TEMPLATE

• 2 •

ORDER A SAMPLE (IF YOU HAVEN'T ALREADY)

• 3 •

ENQUIRE + DISCUSS SEMI-BESPOKE OPTION

• 4 •

ORDER YOUR CHOSEN DESIGN

• 5 •

SHARE YOUR DETAILS WITH YOUR STATIONER

• 6 •

RECEIVE A DIGITAL DESIGN PROOF

• 7 •

REVISE (IF REQUIRED)

• 8 •

PRINT + PRODUCE



SELECTING  
YOUR  
DESIGNER

[CONT.]



BESPOKE DESIGN

• 1 •

FIND A STATIONER WHOSE DESIGNS  
AND STYLE YOU LIKE

• 2 •

ENQUIRE + DISCUSS THE BESPOKE OPTION

• 3 •

ORDER SAMPLES TO SEE QUALITY

• 4 •

MAKE A BOOKING

• 5 •

RESEARCH + STYLE DISCUSSION

• 6 •

MOODBOARD OF IDEAS + SHORTLIST

• 7 •

RECEIVE DESIGN/S AS DIGITAL FILES

• 8 •

REVISE (IF REQUIRED)

• 9 •

PRINT + PRODUCE



# SEND THE DATE

8 TO 6  
MONTHS AWAY



*It's now time to get those save the dates out. You may have them ready before this point and if so, don't delay, just send them out. If you're getting married in the summer or at a busy time of the year, the sooner you send your save the dates the better. This reduces the chance of people booking a holiday and increases the chances that you can have everyone you love around you.*



# REFINE YOUR INVITES

6 TO 5  
MONTHS AWAY



*If your stationery designer hasn't already, they'll continue working on your designs with a focus on your invitations. If you haven't chosen a bespoke design, now is the time to order your off-the-shelf or semi-bespoke invitations.*

*Your invites may be a different style to the save the dates, but you may also want to go with something which is consistent with them too (something we're fans of here at Made by Wood & Wood).*

*During this time, you may refine the language you wish to use (from formal to modern, or relaxed). Whatever you decide, it's a good opportunity to take a moment and review where you're at.*



# INVITE & DELIGHT

5 TO 3  
MONTHS AWAY



*We're now at one of the most exciting points in your wedding planning...sending your beautiful invitations.*

*All the research, learning and planning will be paying off and in front of you will be a set of invitations you love, are proud of and can't wait to share.*

*It's a chance to impress your guests and give them a real sense of what your day is all about. You may choose to add RSVP cards and information cards, or you may have a website which holds this information for you. Either way it's time to collate it all together, address your envelopes and post them out with a big smile. It's all becoming real!*



# COLLECTING THE RSVPs

3 TO 2  
MONTHS AWAY



*Frustratingly, collecting RSVPs isn't always the easiest process. You may have thought a beautiful invitation was enough to get your family and friends to reply straight away, but there will ultimately be a few people you need to remind with a quick call or message. Either way, it's good to record these responses on a spreadsheet so you can keep track of numbers for your venue, caterers and stationers. We suggest including the following details about each person confirmed for the day:*

*Name  
Email address  
Address  
Phone number  
Dietary requirements*

*You may also want to track where people are staying if you're helping people find accommodation so you know what's booked and what's not.*



# COLLECTING THE RSVPs

[CONT.]



*This way you have all information you need for each guest and one master spreadsheet for all your suppliers that will need it!*

*During this time, you may be able to begin work on your On-The-Day stationery items which aren't as RSVP dependent. This could include menus and your order of service.*



# *Finishing* TOUCHES

2 MONTHS TO  
THE BIG DAY



*Once you've received all your RSVPs, it's time to produce your beautiful On-The-Day stationery. This could include items like your table plan and guest place name cards.*

*If you're unsure what you think you need, we've included all of this in our guide from page 10.*



# YOUR WEDDING DAY

THE BIG DAY  
IS HERE



*Sit back, relax and wallow in the glory of what you've achieved. Together with your partner and stationer, you've created a wonderful look for your wedding day. The table plan looks great, guests are popping your order of service in their handbag to take home and keep forever and you're married!*

*Enjoy this day, it's amazing and it's what you've been working so hard to achieve!*



# A LITTLE THANK YOU

1 TO 3  
MONTHS AFTER



*Once the adrenaline has worn off, the honeymoon has past and you wish you could do it all again, it's time to think about thanking all those wonderful family and friends who joined in your celebration.*

*Thank you cards or thank you notes are a lovely way to do this. You may have received a few photographs from your photographer that you can use, or you may wish to stick to something in-keeping with your original stationery design.*

*Either way, a little thank you goes a long way and cards are such a lovely way to send a personal note to everyone that helped make your day so special.*



*We hope you found this guide insightful and useful. If you have any questions, or suggestions for improvements you think we could make, please don't hesitate to get in touch with us. And, of course, if you'd like help designing your wedding stationery, we're here and excited to work with you!*

*Love,  
Chloe & Tom*

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**MADE BY  
WOOD & WOOD**