

# the little touches.♥

wedding + party printables

YOUR GUIDE TO WEDDING INVITATIONS

*Thank you*

for choosing The Little Touches for your wedding invitations. We know it can sometimes be hard to work out what you need to include in your invitations. In this guide we will give you examples of different ways to add the information you need to give your guests, in a way that represents your wedding. So it could be very casual, or more of a traditional affair.

The thing to remember is there is no set way you must do it, and no exact information you must include, as long as you have the main wedding date, location and time the rest is entirely up to you.

The guide is broken down into 4 parts

- 1 THE MAIN INVITATION
- 2 GUEST INFORMATION
- 3 THE RSVP CARD
- 4 YOUR EVENING INVITATIONS

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# 1. THE MAIN INVITATION

It doesn't matter if the invitation you have chosen is a long style, square or rectangular, the information you include will be the same. Below is a list of everything you may want to include within the main section of your invitations...

## WHO ARE THE INVITATION COMING FROM?

You can have the invitations coming from you, or you may want to have them coming from your parents.

*There are examples of different layouts on the next page.*

## THE DATE THE TIME THE LOCATION

You may want to add a 'please arrive by' time. This gives your guests a slightly earlier time to aim for as they will need to be seated by the wedding start time.



## YOUR NAMES

Do you want to include just your first names, your first names and surnames or add middle names in there too?

*Also traditionally the Bride's name goes first but it is up to you.*

## GUESTS NAMES

You can make the invitations personal to each guest by adding their name to the invitation.

*If you are printing at a professional printers and including guests names, you will need to create multiple pages of the template.*

## FINISH TIME

You may wish to add a note about the time it finishes.

Please note that all of our invitation templates allow you to edit all the text. This means that you can make the invitations personal to your day and also gives you the option to choose to include or take out your guests names.

# EXAMPLES OF WORDING

*Louise Holland*  
and  
*David Banks*

Would like to invite  
Guest Name/s  
to share in the celebration of their marriage

on Saturday 16th October 2016  
at Two O'clock  
please arrive by 1.30pm

---

FROM YOU WITH GUESTS NAMES

*Louise Holland*  
and  
*David Banks*

Would like to invite you  
to share in the celebration of their marriage

on Saturday 16th October 2016  
at Two O'clock  
please arrive by 1.30pm

---

FROM YOU WITHOUT GUESTS NAMES

*Louise Holland*  
and  
*David Banks*

Together with their parents would like to invite  
Guest Name/s  
to share in the celebration of their marriage

on Saturday 16th October 2016  
at Two O'clock  
please arrive by 1.30pm

---

FROM YOU WITH PARENTS MENTIONED

Mr & Mrs Smith  
request the pleasure of your company  
Guest Name/s  
at the celebration for the marriage of their daughter

*Louise Holland*  
and  
*David Banks*

on Saturday 16th October 2016  
at Two O'clock  
please arrive by 1.30pm

---

FROM BRIDES PARENTS

*Louise Holland*  
and  
*David Banks*

Together with their families would like to invite you  
to share in the celebration of their marriage

on Saturday 16th October 2016  
at Two O'clock  
please arrive by 1.30pm

---

FROM YOU WITH FAMILIES MENTIONED

Mr & Mrs Smith  
together with Mr & Mrs Matthews  
request the pleasure of your company  
Guest Name/s  
at the celebration for the marriage of their children

*Louise Holland*  
and  
*David Banks*

on Saturday 16th October 2016  
at Two O'clock  
please arrive by 1.30pm

---

FROM BOTH PARENTS

## 2. GUEST INFORMATION

The guest information is anything you need to tell your guests about the wedding. Below are some examples of what you may want to include. You may also want to consider how much space you have, as you want it all to be readable.

### ACCOMMODATION

You may have rooms at your venue or want to include a number of local hotels.

You may also want to include any discount codes or reference codes you have been given from specific hotels.

### *Directions*

#### From the M20

Head east on M20. At junction 7, take the A249 exit to Maidstone. At the roundabout, take the 3rd exit onto A249. At the roundabout, take the 1st exit onto Bearsted Rd. At the roundabout, take the 2nd exit onto New Cut Rd. Go through 2 roundabouts. Turn right onto Ashford Rd/A20. Turn left and your destination will be on the left. When you enter the Turkey Mill Estate pass underneath the railway arch and carry straight down to the roundabout.

Follow the signs for Orangery Parking.

### *Accommodation*

Hilton Maidstone Hotel  
Bearsted Road, Maidstone, Kent ME14 5AA  
01622 734322

Village Hotel Castle View,  
Forstal Road, Maidstone, Kent ME14 3AQ  
0871 222 4598

We haven't got a wedding list,  
the reason we'll explain,  
is to save you all the hassle as shopping is a pain,  
We've been together for a while,  
And have most things we need,  
So cash or vouchers would be gratefully received.  
The choice is yours, so please don't fuss  
the most important thing of all  
is that you come and celebrate with us!  
But, if you'd like to contribute,  
Our heartfelt thanks go out to you...



### DIRECTIONS OR A MAP

Some venues can be hard to find so you may wish to add some directions; maybe from the nearest main motorway.

If you want to include a map of your venue, our templates allow you to upload your own pictures.

### A GIFT LIST OR A GIFT POEM

Add all the details if you have a gift list for a specific shop or details from a travel company if you are asking for donations towards a honeymoon.

You also have the option to include a gift poem, if you wanted to ask for money for example.

*There are examples of different gift poems on the next page*

Here is some other information you may wish to include:

- ♥ If children are not invited *(There are examples of different wording on page 8)*
- ♥ Local taxis numbers
- ♥ Parking at the venue
- ♥ If you are providing transport for your guests
- ♥ If the venue only allow a certain type of confetti
- ♥ If there is a specific dress code

# EXAMPLES OF GIFT POEMS

## POEM 1

We haven't got a wedding list,  
the reason we'll explain,  
is to save you all the hassle as shopping is a pain,  
We've been together for a while,  
And have most things we need,  
So vouchers, cash or cheques would be gratefully received,  
to go towards our honeymoon.  
The choice is yours, so please don't fuss  
the most important thing of all  
Is that you come and celebrate with us!  
But, if you'd like to contribute,  
Our heartfelt thanks go out to you.

## POEM 3

We hope that you will come along  
On this special day,  
To celebrate our union  
In a very special way.  
Together we have been for a while now,  
We collected all our household goods  
Before we took our Vows.  
To make it easy for you  
And avoid the shopping hell,  
We thought that we would have  
A little 'Money Well'.  
So please don't be offended at our request,  
Just seal it in this envelope  
And come and be our guest.

## POEM 5

Now we are to be Mr & Mrs  
We don't need a wedding list of dishes  
We have two kettles, two toasters, two microwaves  
We require a house for which we have to save.  
If you would like to give us a gift,  
A cheque or vouchers would give us a lift  
We like to think of it as our 'wishing well'  
Which will be filled with your love, we can tell.

## POEM 2

For a couple of years we've lived in sin,  
we have a toaster, a kettle and a stainless steel bin,  
saucepans and towels we have many  
corkscrews and flannels we don't need any,  
we just want you with us to celebrate our day,  
but if you insist on a gift anyway,  
what we'd really like is a gift of money,  
we hope you don't think we're being funny!  
We'll put it all together and buy something that's best,  
as a reminder of our day and our wonderful guests! A

## POEM 4

So what do you get  
For the bride and groom  
Whose house needs things  
In every room?  
When shopping for a present please don't be rash  
As there is always the option  
To just give cash!  
We hope you don't find  
Our request to be funny  
But we really would appreciate  
A gift of money

## POEM 6

We've been together for a few years now;  
We have pots and pans and linen and towels;  
We have glasses and toasters, really quite a few;  
So instead of more gifts, we suggest this to you;  
If it doesn't offend and it won't send you running;  
What we would really appreciate is quite simply money;  
We know choosing gifts can be such a pain;  
And this way there is no chance of bringing the same

# EXAMPLES OF GIFT POEMS

## POEM 7

To save you looking, shopping or buying.  
Here is an idea, we hope you like trying!  
Come to our wedding, to wish us both well.  
And make some use of our little wishing well.  
Just put some money into a card,  
Now make a wish.....see that wasn't hard!  
Now that we have saved you, all that fuss.  
We hope you will come, and celebrate with us.  
Please don't be offended at this type of request,  
As our day will be complete having you as our guest.

## POEM 9

We don't want to offend but we have it all,  
All household goods and so much more.  
To save you shopping, sit back and rest,  
A gift of currency is our request.  
Don't go overboard or rob any banks,  
Any little thing will make us smile with thanks.  
We supply the wishing well,  
No wrapping, an envelop who can tell.  
Now that we have saved you all the fuss,  
It would be appreciated if you would come  
And celebrate with us

## POEM 11

We are sending out this invitation  
In hope you'll join our celebration  
But if a gift is your intention  
We'll take this opportunity to mention  
We have already got a kettle and toaster  
crockery, dinner mats, and matching coasters  
so rather than something we have already got  
We would appreciate money for our honeymoon pot  
But most importantly we request  
That you come to our wedding as our guest

## POEM 8

To save you looking, shopping or buying.  
Here is an idea, we hope you like trying.  
Come to our wedding, to wish us both well.  
And bring this small sack,  
to throw in our wishing well.  
Fill it with paper all colours will do,  
gold is our favourite but silver will do.  
Now that we have saved you, all that fuss.  
We hope you will come, and celebrate with us.

## POEM 10

More than just kisses so far we've shared,  
Our home has been made with love and care,  
Most things we need we've already got,  
And in our home we can't fit a lot!  
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 wish but shhh don't tell!  
Once we've replaced the old with the new,  
We can look back and say it was thanks to you!  
And in return for your kindness, we're sure,  
That one day soon you will get what you wished for.  
Please don't be offended at this type of request,  
As our day is complete having you as our guest.

## POEM 12

Your presence at our wedding  
Is present enough,  
But if we're honored  
with a gift from you,  
May we respectfully request  
a gift of money  
To help the dream of  
A honeymoon come true!

# EXAMPLES OF GIFT POEMS

If you would prefer a kind sentence instead of a poem here are some examples:

- ♥ We would prefer your presence not your presents, but if you would like to give us a gift, then money towards our dream honeymoon would be welcomed.
- ♥ We have everything we need after living together for a year, and only ask that you share our special day. However, if you wanted to make a monetary contribution, we would be most grateful, but please do not feel obliged to do so.
- ♥ We respectfully ask that no gifts are bought, if you wish to make a cash gift with which we would like to purchase some larger items for our home, there will be a box at the reception.
- ♥ The most important thing for us is your presence during the day to celebrate our marriage and gifts are by no means expected. If however, you do feel you would like to give something, then some spending money to enjoy whilst on our dream honeymoon would be very much appreciated.
- ♥ As we have every thing we need in our home we would be grateful for money, if you wish, as we are looking at having a family holiday with our children.

## WORDING FOR NOT INVITING CHILDREN

Are you thinking of having your wedding as an adults only day?

Below are a few ways to word this in your invitations...

- ♥ "With respect, we would like our special day to be an adult only occasion".
- ♥ "We would like to respectfully ask that our wedding day be for adults only"  
*You may wish to add on a specific reason in order to explain your decision in finer detail...*
- ♥ "In order to keep numbers to a minimum, I'm afraid we are unable to accommodate any children at our wedding"
- ♥ "Due to the small size of our wedding venue, we are unable to invite any children. We also thought you might enjoy a night off."

Inviting some children but not others

- ♥ "To cut down on costs, I'm afraid we can only accommodate children of immediate family members. We hope you will enjoy having a night off!"
- ♥ "In order to keep numbers to a minimum, we can only invite a small number of children. We also thought you might like a night off!"



# 3. THE RSVP CARD

The main purpose of your RSVP card is to find out if your guests can make it. You may also want to include menu options or other information you may need. Our main invitation sets come with 2 RSVP card options; one standard version and one version with space for your menu options.

## YOUR RETURN ADDRESS ON THE BACK

Our rsvp cards are designed as postcards so we can add your address on the back, and your guests just need to add a stamp.



### EXAMPLE OF STANDARD RSVP

*rsvp*

Please kindly respond by  
1st May 2021


Name/s \_\_\_\_\_

*Will* be attending

Regretfully *cannot* attend

Please let us know if you have any dietary requirements

\_\_\_\_\_



## YOUR RSVP DATE

Usually this is around 2 months after the invitations have been sent out.

## DIETARY REQUIREMENTS


If you are serving food do you need to know if any of your guests have any dietary requirements?

### EXAMPLE OF RSVP WITH MENU OPTIONS

Please kindly respond by  
1st May 2021

Name/s \_\_\_\_\_

*Will* be attending       Regretfully *cannot* attend

  
*What would you like from the menu?*

		<small>Please Initial (only 1 option)</small>
<i>Starter</i>		
Option 1	Trio of smoked salmon roulade	
Option2	Deep fried brie served with a red currant sauce and seasonal salad	
<i>Main</i>		
Option 1	Breast of Chicken served with crispy pancetta and daphinoise potatoes	
Option2	Roast vegetable wellington served with a chive butter sauce	
<i>Dessert</i>		
Option 1	Passion fruit and raspberry slice	
Option2	Chocolate brownie with vanilla ice cream	

Please let us know if you have any dietary requirements

\_\_\_\_\_

## MENU OPTIONS

Some venues give you a menu for your guests to choose from. Our menu option rsvp card allows you to list the menu and get your guests to add their initials next to their choice.

Here is some other information you may wish to include:

- ♥ Are you providing transport and they need to reserve a seat?
- ♥ Do you want to ask for a song that will get them on the dance floor?
- ♥ Are their activities the following day you need to know attendance for?

## 4. THE EVENING INVITATION

Single invitation are a great option if you don't have a lot of information to give your guests. They are also great for your evening guests too as they are a simplified version of your daytime invitation. So the layout of your names, the wording and the venue will all be the same, but the guest information and rsvp details are all on the same card.

### YOUR GUEST INFORMATION

Your guest information will usually go on the reverse of your evening invitation. You may want to include a simplified version of your daytime information, or there may be information specifically for the evening guests.

*Please see section 2 for examples of guest information*



### GUEST NAME

You can edit the text if you wish to include your guests names

### THE TIME YOUR EVENING RECEPTION STARTS

### YOUR RSVP DETAILS

Our single invitations have space to add your rsvp details at the bottom or on the back. This allows you to give your guests a way for them to tell you if they can attend.

*Maybe an address, a phone number to ring or text, or an email address.*

# CHECKLIST

Below is a checklist of information for you to check off that you have included when adding the details for your invitations or things you might wish to discuss with your venue before sending out your invitations.

## MAIN INVITATION

1. Bride and Groom's names
2. Who is the invitation coming from
3. The date of your wedding
4. The time of your wedding and if you want them to arrive slightly earlier
5. The venue address

## GUEST INFORMATION

6. Do you want to include a map?
7. Direction text
8. Accommodation details
9. Do you have a gift list or would you like to include a gift poem?
10. Is there any other information you need your guest to have?

## RSVP CARD

11. Your RSVP date
12. Do you want to include menu options?
13. Do you need to have back any dietary requirements?
14. Is there any other information you need back from your guests?
15. Where you want your RSVP cards returned to

## EVENING INVITATION

1. The main information from above
2. Guest Information from above
3. Your reception start time
4. RSVP details

If you have any questions regarding our wedding invitation templates please contact us at: [sales@thelittletouches.com](mailto:sales@thelittletouches.com)