

PURELY BESPOKE
D E S I G N

Wedding Stationery Guide

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◆ WELCOME TO THE ◆

Purely Bespoke

Wedding Stationery Guide

CONGRATULATIONS
ON YOUR ENGAGEMENT!



We're Sarah & Jonathan, owners of 'Purely Bespoke Design' & your personal wedding stationery designers.

Your wedding stationery plays such an important part in your Wedding. It's the first glimpse your guests will get of your big day, helping to set the tone and feel, all while providing your loved ones with all the important information they need, from attendance information with the invites, to seating arrangements with table plans.

While it all might seem scary and overwhelming, you can rest easy knowing that if you choose to work with '*Purely Bespoke Design*', you will have expert designers with over 10 years of experience helping you through every step, so you'll have the high quality, eco-conscious wedding stationery of your dreams, which you and your guests will cherish forever!

Our wedding stationery checklist covers all the basics, including an itemised wedding stationery list, a wedding stationery timeline and invitation sending guide, your most frequently asked questions answered, as well as some helpful hints and tips along the way!

If you have any questions or queries along the way, please don't hesitate to contact us, we're always happy to help!

Sarah and Jonathan x

Your Wedding Stationery Checklist

There are many pieces of wedding stationery you may need for your wedding, the beauty of '*Purely Bespoke*' is every collection design has matching *before the day, on the day* and *after the day* items, all available individually. So you can pick and choose what you want and need to suit your wedding and budget.

Below is a checklist of items available so you can check things off as you order them!



BEFORE THE DAY

- ☐ Save the dates
- ☐ Invitations
- ☐ Extra detail cards
- ☐ RSVP
- ☐ Envelope liners
- ☐ Addressed envelopes
- ☐ Wax Seals

ON THE DAY

- ☐ Order of service booklets
- ☐ Order of day cards
- ☐ Menus
- ☐ Place names
- ☐ Table names
- ☐ Seating plan
- ☐ Welcome sign
- ☐ Other signage
- ☐ Favour tags
- ☐ Reserved seating tags
- ☐ Wedding newspapers

AFTER THE DAY

- ☐ Thank you cards

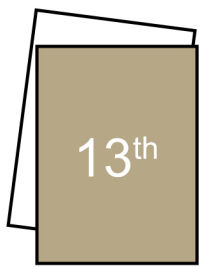


Your Wedding Stationery Timeline

Here are some deadlines to help keep you on track with when to order what.

From start to finish, each 'Purely Bespoke' collection order usually takes around 3-4 weeks to complete in our peak season, so remember to factor this into your timings aswell.

Below is a handy chart to help you work out when to order your wedding invitations.



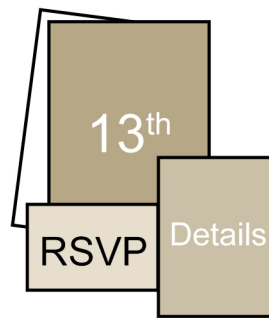
SAVE THE DATES

12-18 months before

Let your loved ones know your date as soon as possible so they can get it in their diaries and avoid double booking

YOUR TARGET DATE:

.....



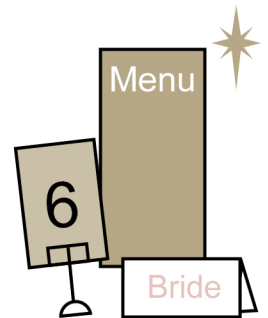
WEDDING INVITATIONS

4-8 months before

Share the all-important information about your wedding day and start collecting your guests RSVP's.

YOUR TARGET DATE:

.....



ON THE DAY STATIONERY

1-2 months before

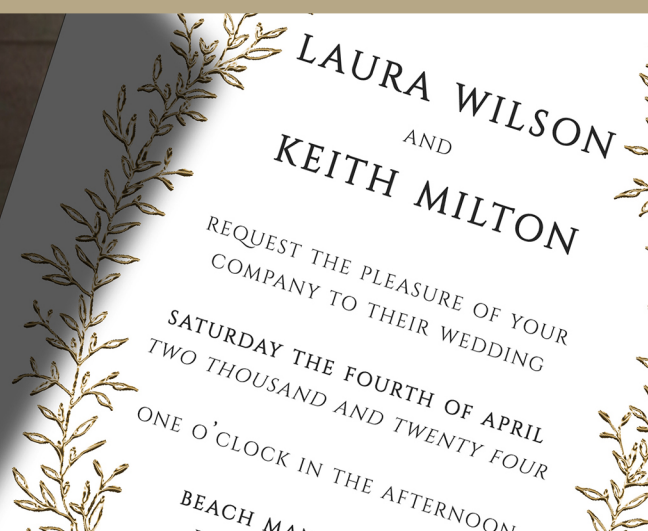
Finalise your order of service, menus, place cards and seating plan, along with any other signage and items you might need.

YOUR TARGET DATE:

.....

Top Tip

You can book into the 'Purely Bespoke' diary in advance with a £50 deposit!



Invitation Timeline Guide

A suggested timeline to help you figure out when to order from 'Purely Bespoke' and when to send out your invites, depending on your wedding month.

WEDDING MONTH

JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC

PLACE YOUR ORDER

JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY

SEND OUT AROUND

AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
JUL

Frequently Asked Questions

Do we really need Save the Dates?

I always recommend sending Save the Dates ahead of your wedding invites if there are 12-18 months until your wedding, if you are having a destination wedding, or your wedding date is around a busy time of the year such as Christmas or summer holidays.

If your wedding is less than 12 months away, i advise skipping this step and instead sending your invites out a little earlier. This way you can also use the extra budget to make your invitations extra special!

How many invites do we need?

A common mistake couples make when it comes to working out the number of invites they need, is thinking that each guest needs an invitation. You only need one invite per couple or household, but i always recommend ordering a handful of additional invites to allow for guest list changes, misplaced invites or just so you have some beautiful keepsakes to remember your big day!

Ordering an additional small number of prints further down the line can be quite costly, so it's best to include a few extras with your main order.

What do we need to include on the invitations?

Don't worry, i've got you! I've written a whole blog post all about what to consider including on your wedding invitations. Please visit our website:

www.purely-bespoke.co.uk

Can we have a physical sample of our invites?

With every order we send digital proof of your designs to check that you are 100% happy with them. During this stage as many changes you may need can be done. Once you are happy with your design, we will send you a **FREE** physical sample of your invitations.

Do you proofread for us?

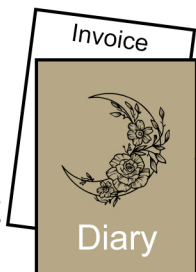
Sadly, proofreading is down to you, as you know your wedding details much more intimately than i do. Therefore i strongly advise for you take extra time double checking that all the details/spelling are correct prior to us printing. Once you have approved your design, i cannot be responsible for any reprint requirements. So please always check the details thoroughly.

Working with Purely Bespoke

If you choose 'Purely Bespoke' for your wedding stationery here's what you can expect as we work together:

1 Deposit

Once i've received your order, i will email over a deposit invoice for 50% of your total order to secure your booking. This can be paid via your preferred payment option. Once this is received the real fun starts!



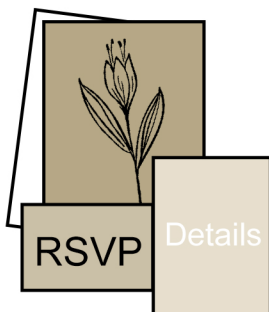
2 Design

You will receive your first digital proofs to check within a couple of days of placing your order. Any ammendments can be completed to make them perfect before the final balance is paid.



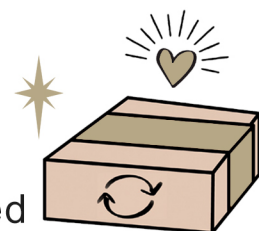
3 Production

Once your order has been approved by you and signed off, i will then go ahead to print and create your stationery. Your order should be with you within 3-4 weeks, during our peak season.



4 Delivery

Finally, everything gets packaged up with love and posted out to you. You will be emailed a tracking number so you can keep an eye on it until it arrives safely!



Why not book ahead?

If you want to work with us but you're not quite ready to place your order, you can book a place in my design diary with a £50 deposit. This will give you the peace of mind that your stationery will be in hand when the time comes and guarantees your slot so you don't miss out, as i can only take in so many clients per month.



Wedding Invitation Etiquette

The invites you choose for your Wedding aren't just your guests' first look at the style or theme of your big day - they're also a crucial logistical element. We're not trying to scare you, but it's pretty important to get this right. That's where Wedding invitation etiquette comes in. As long as you follow the right etiquette protocols, you can't go wrong.

HERE ARE SOME TIPS TO HELP GUIDE YOU THROUGH THIS PROCESS.



1 WHEN DO I SEND MY INVITATIONS?

When to send wedding invitations is often the first etiquette question couples ask. Traditionally, invitations go out six to eight weeks before the wedding. That timeline gives guests plenty of leeway to clear their schedules and make travel arrangements if needed.

2 WHEN SHOULD RSVP RETURN DATE BE DUE?

As a general rule of thumb, you want to make your RSVP date at least three to six weeks before your wedding date. As this gives you plenty of wiggle room if you need to rearrange your guests list slightly, due to people not being able to make it.

3 IS IT AN ETIQUETTE FAUX PAS TO GO PAPERLESS?

Digital invitations don't exactly align with traditional wedding invitation etiquette, but sometimes that's okay. If planning an eco-friendly wedding down to the very last detail, then you should do what aligns with your values. One point to remember is your wedding invites aren't just a piece of card. They are the first glimpse of your wedding that your guests see, so if your budget allows you to have a beautiful, well crafted invitation in your wedding theme and colours, it adds that extra personal touch and truly gets your guests excited for your big day. They are also special keepsakes that many of your friends and family will keep to remember the special day. Another pro for having a physical invitation is you can ask your photographer to take a few snaps of your stationery too, this is becoming really popular.

If however you are set on digital, most wedding stationery suppliers can design them on your behalf, ensuring all the details, design elements and colours of your big day are incorporated perfectly.

TIP: It might make sense to have a few physical invitations for loved ones who are less tech-savvy.

Again, it's a good idea to offer a paper RSVP option as well for guests who are less familiar with technology.

4 WHEN SHOULD PARENTS BE NAMED ON WEDDING INVITATIONS?

The proper etiquette for wedding invitation wording depends on a few things, including who is hosting (paying for) the wedding. Parents should be named on the invite if they're hosting. If a few people are chipping in (for example, the couple and their parents), it's appropriate to write "together with their parents" or "together with their families" on the invites instead.

Wedding Invitation Etiquette

continued

- 5 **CAN YOU PUT INFORMATION ON THE BACK OF YOUR INVITATIONS?**
Generally, it's better to include details that don't fit on your wedding invitation on a separate details card rather than on the back of the invite itself. You don't want guests to miss an important piece of information because they didn't turn over the invitation. It's also possible to overcrowd your invitations with too many details (on the front or back), and that can take away from your stationery's beautiful design. Insert cards are the perfect solution.
- 6 **DO YOU HAVE TO INCLUDE POSTAGE STAMPS ON RSVP ENVELOPES?**
It's proper wedding invitation etiquette to include the host's address and postage on the envelopes for your response cards. Guests should not be expected to fill out this information or pay for postage themselves. You'll get your guest list finalised a whole lot faster if you don't skip this step.
- 7 **WHAT TIME SHOULD YOU PUT ON YOUR INVITATIONS?**
Most guests show up on time to a wedding (early in fact) so putting an earlier time on your invitations than your ceremony starting time isn't essential and can sometimes cause confusion. However, a lot of people are following this trend and using wording such as *'arrive at ten o'clock in the morning for a ten thirty ceremony'*.
- 8 **DO I HAVE TO GIVE EVERY GUEST A 'PLUS ONE'?**
There are some simple etiquette guidelines for assigning plus-ones that'll make your job a little easier. First things first, know that you definitely don't have to give every single guest a plus-one. If they're not married or in a serious relationship, it's perfectly acceptable to extend a solo invite. Most of your loved ones will understand that without "and guest" or another name on the invitation, they aren't invited with a plus-one.
- 9 **SHOULD I KEEP BACK UP INVITATIONS INCASE SOMEONE CANT ATTEND?**
It's never a bad idea to have a few spare invites in case one gets lost or damaged. But what about keeping additional invitations to use if a guest can't attend and you want to offer their space on your guest list to someone else? This situation is actually pretty common and should be handled with care. Try not to make the new invitee feel like they're on the B-list. It's a good idea to explain the situation delicately, especially if they're getting a last-minute invite.
- 10 **CAN I HAND DELIVER MY INVITATIONS?**
The typical wedding invitation process goes something like this: design and order your invites, address your envelopes and pop them in the post. But just because it's typical doesn't mean it's an etiquette rule. In fact, hand-delivering invites instead of posting them can be a sweet way of showing your nearest and dearest how excited you are to share your special day with them. Just make sure that you still address the envelopes correctly and include postage for response cards.

Want to know more?

If you want to learn more about 'Purely Bespoke', see more of my designs, services, or if you're ready to book us to design and create the wedding stationery of your dreams, then please feel free to contact us, and we will be more than happy to help!

Keep in touch



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Why choose us?

OVER 15 YEARS EXPERIENCE

FIRST CLASS CUSTOMER SERVICE

PHENOMENAL CUSTOMER REVIEWS

AWARD WINNING, HIGH QUALITY
PRODUCTS FOR ALL BUDGETS

FREE BESPOKE DESIGN SERVICE

Thank you

For taking the time to read our wedding guide, we hope you've found it helpful. Hopefully we can join you on your wedding planning journey, creating stationery as memorable as your big day!