



Tips for organising Invitations

Invitations offer the important information of who, what, when, and where. They are your first point of contact with your guest and therefore they set expectations and the mood for your special day. Many of your guests will keep your invitation as a keepsake so it is important that you choose your invitation wisely.

The design of your invitation should reflect the formality and style of your wedding.

Choose your invitations AT LEAST four months before your wedding. Invitations could take up to four weeks to print and assemble and then they may need to be hand addressed which can take some time. The invitation should be received six to eight weeks prior to the wedding.

Overseas and interstate guests should be notified informally of the wedding date as soon as it is set to allow them to make travel plans. A "Save the Date" card is a nice way of doing this.

Invitations that are not post office preferred size will cost more to post. Don't forget to allow for this in your budget. Post Office Preferred size is 240mm (w) x 130mm (h) x 5mm (d).

INVITATION DETAILS

Invitations are issued by the hosts of the wedding, traditionally the bride's parents. The host therefore is the person/people doing the inviting. The host is hosting the event (planning and paying for the event) which means that guest replies and correspondence should go to them.

The font or typeface selected should also reflect the formality of the wedding along with your personal style. It also needs to be a practical decision. If you are using patterned papers or a light ink then consider using a clear and simple typeface so your invitation is easy to read.

You must proof read your final draft carefully - checking everything including venue, dates, names, addresses, spelling and grammar. Pass your printing proof over to someone else for a fresh set of eyes.

RSVP dates should be 2-3 weeks prior to the wedding to allow you to confirm numbers and organise table plans, placecards, catering, bonbonniere etc.

Envelopes should be addressed in the same manner and with the same pen as the invitation is written. Traditionally guests names in your invitations are to be hand written. Calligraphy is a nice alternative. If you are using digital printing you have the option of mail merging the guest names and addresses. This is a modern alternative and is suitable in some instances.

HOW MANY DO YOU REALLY NEED?

Estimate how many invitations you will need. You will not need an invitation for every guest - many will be couples and families. Adult children over 16 should receive their own invitation as should your parents, members of the wedding party and the celebrant or priest. Don't forget that elderly relatives and family or friends living abroad will appreciate your invitation even though you may already know they can't come. Your list should be built around family and friends that you are likely to be in contact with for many years after your wedding day.

Always order extras. Ordering additional invitations after your order is completed can be very expensive. It is always better to have a few extra than to be caught short.

POSTING

Invitations going overseas should be sent out one or two weeks prior to the remaining guests. Invitations ideally should be sent to arrive around the same time to avoid disappointment.

Invitations with embellishments (studs, ribbons etc) should be hand franked so they are not crushed. (Franking is the red stamp over your postage stamp. It is normally done by machine that passes through rollers) Hand franking is done by request at Australia Post and does not incur a fee.