

Event Stationery Checklist

- Save the Date Cards
- Invitations
 - ceremony
 - ceremony and reception
 - or seperate reception card
- RSVP cards
- Wishing well cards
- Direction/ map cards
- Table menu's
- Place cards
- Table seating plan
- Table numbers
- Envelopes
- RSVP envelopes
- Thank-you cards
- Programs/ Order of Service

tips to remember:

- stationery may take 4-6 weeks to produce
- generally invitations are sent out 7-9 weeks before the event
- invitations ARE important!

they set the stage/scene for your event.

they show your guests what they can expect from your event - what will they expect from you?

...thrown-together and half-hearted, OR elegance, appreciation and effort?



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