

Printing Checklist


Things to Think About...

- Wedding Theme _____
- Color Scheme _____
- Ink Colors _____
- Paper Stock _____
- Lettering Style _____
- Would you like to send a Save the Date card (with envelope or as a postcard)?
- What size would you like the invitations to be?
Standard sizes with envelopes include:
 - 5"x7" with A7 envelope
 - 4.25"x5.5" with A2 envelope
 - 4"x6" with A6 envelope
 - 4"x9" with #10 envelope
 Other sizes include:
 - Square invitations with square envelopes (require additional postage)
 - Custom size or shape
- Would you like a return address printed on the invitation envelopes?
- Would you like to include a Map or Accommodations card?
- Would you like to include an RSVP card (with envelope or as a postcard)?
- Programs
- Napkins
- Wedding Rehearsal Invitations
- Wedding Itinerary
- Did you need any printing for the reception?
(guestbook, place cards, labels, party favors, table tents, photos, banners, posters, canvas prints, etc.)
- Thank You cards (with envelope or as a postcard)
- Double check dates, times, locations, spellings, etc. on all printing.
- When ordering invitations...order 15 extra in case you forget someone.
It is costly to reorder 15 later.
- PROOFING:** We will provide a proof for you to review and approve on all printing projects. You the customer are responsible for ensuring the complete accuracy of the proof. After approving the proof, you are responsible for any errors on the finished product.

Have questions? Please call, e-mail or stop in!

Print 'em Now

900 4th Ave SW • Watertown, SD 57201
(south of Watertown Municipal Utilities)

P: 605-882-2111 F: 605-886-7393 E: pensales@dailypost.com
www.printemnow.com  Check us out on Facebook!

Save the Dates

Information to Include

Include a photo? YES NO
(e-mail copyright free photos to pensales@dailypost.com)

Bride's Name _____

Groom's Name _____

Wedding Date _____

City, State Location of Wedding _____

Other _____

Place Your Order

Quantity _____

Size _____

Paper Stock _____

Ink Colors _____

Envelopes _____

Other _____





Wedding Checklist



12+ MONTHS BEFORE

DATE: _____

- Envision your wedding and make a budget.
- Consider hiring a wedding consultant.
- Pick a wedding date and time. Select several options, then check with your venues, officiant, and important guests before finalizing.
- Start planning the guest list.
- Look for and book ceremony sites and reception sites.
- Ask friends and relatives to be in the wedding party.
- Optional: Have an engagement party. You may want to register beforehand for gifts.

8-10 MONTHS BEFORE

DATE: _____

- Bride: Think about, shop for, and order your gown.
- Think about reception food.
- Decide what type of entertainment you want. A pianist for the cocktail hour, strolling violinists, a DJ, or band?
- Think about your floral decor.
- Research and book your wedding professionals. Interview vendors: photographer, videographer, reception band or DJ, florist.
- Research and reserve accommodations for out-of-town guests.
- Register for gifts.
- Contact rental companies if you need to rent anything for ceremony/reception, such as chairs, tables, and tent.

6-8 MONTHS BEFORE

DATE: _____

- Book ceremony musicians.
- Order bridesmaid dresses.
- Start planning honeymoon.
- Send Save the Date cards. This is a particularly good idea if you're marrying during a tourist or holiday season or having a destination wedding.

4-6 MONTHS BEFORE

DATE: _____

- Attend prewedding counseling, if required.
- Shop for and order invitations and wedding rings.
- Renew or get passports, if necessary.
- Envision your wedding cake and research, interview, and book a cake designer.

3 MONTHS BEFORE

DATE: _____

- Order wedding cake.
- Attend your shower. (It may be earlier, depending on when hosts decide to have it.)
- Groom: Rent the men's formalwear.
- Hire wedding-day transport: limousines, other cars. Look into transportation sooner if you're considering renting over-the-top travel.

2 MONTHS BEFORE

DATE: _____

- Mail your invitations.
- Write your vows.
- Purchase gifts for parents, attendants, and each other.
- Book your stylist and try out big-day hairstyles.
- Book a makeup artist and go for a trial run.

1 MONTH BEFORE

DATE: _____

- Apply for a marriage license. Check with the local bureau in the town where you'll wed.
- Bride: Have final gown fitting. Bring your maid of honor along to learn how to bustle your dress. Have the dress pressed and bring it home.
- Call all bridesmaids. Make sure they have their gowns ready for the wedding.
- Make last-minute adjustments with vendors.
- Create a wedding program to hand out to guests.

2 WEEKS BEFORE

DATE: _____

- Review final RSVP list and call any guests who have not yet sent a response.
- Deliver must-have shot lists to photographer and videographer. Include who should be in formal portraits and determine when portraits will be taken.
- Deliver final song list to your DJ or bandleader. Include special song requests and songs you don't want played.
- Bride: Get your last prewedding haircut and color.
- Consider making and mailing a wedding itinerary with locations, directions, times, etc. for family and the wedding party.

1 WEEK BEFORE

DATE: _____

- Give reception site/caterer final guest head count. Include vendors, such as the photographer or band members, who may expect a meal.
- Ask how many extra plates the caterer will prepare.
- Supply location manager with a list of vendor requests such as a table for DJ or setup space needed by florist.
- Plan reception seating chart.
- Print place and table cards.
- Call all wedding vendors and confirm arrangements.
- Give ceremony and reception site managers a schedule of vendor delivery and setup times, plus contact numbers.
- Groom: Get your hair trimmed.
- Attend bachelor/ette parties.

2-3 DAYS BEFORE

DATE: _____

- Bride: If you need to, have your gown pressed or steamed.
- Groom: Go for final fitting and pick up your formalwear.
- Groom: Ask the best man to make sure all groomsmen attend fittings and pick up their outfits.
- Determine wedding-party positions during ceremony and the order of the party in the processional and recessional.
- Hand off place cards, table cards, menus, disposable cameras, favors, and any other items for setting the tables to the caterer and/or reception site manager.
- Reconfirm final details with all vendors. Discuss any necessary last-minute substitutions.
- Call the limousine or car-rental company for pickup times and locations.
- Arrange for guests without cars to be picked up from the airport or train station. Ask friends, attendants, or relatives to help.

DAY BEFORE

DATE: _____

- Provide all wedding professionals with an emergency phone number to call on the day of the wedding.
- Write checks and/or talk to wedding hosts (usually your parents, if not you) about any final balances to be paid at the end of the reception.

NIGHT BEFORE

DATE: _____

- Rehearse ceremony. Meet with wedding party, ceremony readers, immediate family, and your officiant at the ceremony site to rehearse and iron out details.
- Bring unity candle, aisle runner, or other ceremony accessories to the site.
- Give your marriage license to your officiant.
- Attend rehearsal dinner.
- Present attendants with gifts at the rehearsal dinner. You'll want to do this especially if the gifts are accessories to be worn during the wedding.

DAY OF

DATE: _____

- Present parents and each other with gifts.
- Give wedding bands to the best man and the maid of honor to hold during the ceremony.
- Introduce your reception site manager to your consultant or maid of honor for questions or problems during the reception.
- Assign a family member or attendant to be the photographer's contact so he knows who is who.

POST WEDDING

DATE: _____

- Prearrange for someone to return any rentals.
- Preplan for attendants to take the bride's gown for cleaning and return the groom's tux to the rental shop.
- Write and send thank-you notes to gift-bearing guests and vendors who were especially helpful.