

1 Wedding Date: \_\_\_\_\_

2 Mail Date (6 to 10 months in advance): \_\_\_\_\_

SAVE THE DATES

	Timing	Date
<input type="checkbox"/> Engagement photo shoot	8 to 10 months prior to wedding	
<input type="checkbox"/> Determine quantity	Anytime prior to meeting with designer	
<input type="checkbox"/> Contact and meet with invitation designer	8 to 12 months prior to wedding	
<input type="checkbox"/> Format guest list	8 weeks prior to mail date	
<input type="checkbox"/> Organize accomodation info	8 weeks prior to mail date	
<input type="checkbox"/> Order Save the Dates	6 weeks prior to mail date	
<input type="checkbox"/> Purchase stamps	Anytime prior to mail date	

3 Mail Date (8 to 10 weeks in advance): \_\_\_\_\_

INVITATIONS

	Timing	Date
<input type="checkbox"/> Determine quantity	Anytime prior to meeting with designer	
<input type="checkbox"/> Determine the pieces you would like to include in the invitation set		
<input type="checkbox"/> Invitation	<input type="checkbox"/> Directions	
<input type="checkbox"/> Outer envelope	<input type="checkbox"/> Rehearsal dinner	
<input type="checkbox"/> Inner envelope	<input type="checkbox"/> Wedding brunch	
<input type="checkbox"/> Reception card	<input type="checkbox"/> Thank you cards	
<input type="checkbox"/> Response card and envelope	<input type="checkbox"/> Other	
<input type="checkbox"/> Contact and meet with invitation designer	6 to 8 months prior to wedding	
<input type="checkbox"/> Contact and meet with calligrapher (optional)	6 to 8 months prior to wedding	
<input type="checkbox"/> Format guest list	8 weeks prior to mail date	
<input type="checkbox"/> Order invitations	2 months prior to mail date	
<input type="checkbox"/> Purchase stamps	Anytime prior to mail date	
<input type="checkbox"/> Receive invitations	4 weeks prior to mail date	

4 Delivery Date (2 weeks in advance): \_\_\_\_\_

DAY-OF EXTRAS

	Timing	Date
<input type="checkbox"/> Determine the pieces you would like to include for your special day		
<input type="checkbox"/> Wedding programs	<input type="checkbox"/> Favors	
<input type="checkbox"/> Escort cards/Place cards	<input type="checkbox"/> Thank you sign	
<input type="checkbox"/> Table numbers	<input type="checkbox"/> Mr. and Mrs. chair signs	
<input type="checkbox"/> Menus	<input type="checkbox"/> Hotel gift bags	
<input type="checkbox"/> Signature drink signs	<input type="checkbox"/> Welcome Letter	
<input type="checkbox"/> Appetizer/Buffer signs	<input type="checkbox"/> Wedding itinerary and maps	
<input type="checkbox"/> Cocktail napkins	<input type="checkbox"/> Other	
<input type="checkbox"/> Contact and meet with invitation designer	2 to 6 months prior to wedding	
<input type="checkbox"/> Contact and meet with calligrapher (optional)	6 months prior to wedding	
<input type="checkbox"/> Organize information for day-of extras	8 to 10 weeks prior to wedding	
<input type="checkbox"/> Provide designer with day-of extras content	8 weeks prior to wedding	
<input type="checkbox"/> Order day-of extras	4 to 6 weeks prior to wedding	