

Wedding Printing Worksheet



Thanks for choosing Uniquely Inviting for your invitations. You can use this worksheet to help plan all of the invitation and printing needs for your wedding. The most important thing to remember is that you're sending invitations to households, not individual guests. Since you're most likely inviting a lot of couples and families, generally you only need about half as many invitations as you have guests plus a few extras. For example, if your guest list has 200 people, you probably only need about 100-125 invitations.

If you will be having your invitations custom-designed and printed in-house, everything is priced individually. There are no minimum quantities or specific increments that you have to order in. We generally recommend ordering about 20-25% more invitations than you think you need. You may remember a few names later or want to keep a few for yourself, moms, grandmas, etc.

The entire ordering process (design/proofs, production, shipping, etc.) generally takes anywhere from 2-4 weeks. We recommend ordering your invitations 4-5 months before your wedding to allow ample time for production, assembly, addressing and mailing them out 6-8 weeks in advance.

Before the Wedding

	Event Date	Mail By	Quantity	Ordered	Completed
Engagement		4-6 Wks. Before:			
Save The Date		4-6 Months Before:			
Bridal Shower		4-6 Wks. Before:			
Bachelor Party		4-6 Wks. Before:			
Bachelorette		4-6 Wks. Before:			
Rehearsal Dinner		4-6 Wks. Before:			
Other -					

For the Wedding

Order 4-6 Mos. in Advance	Need?	Quantity	Notes
Invitation	Y N		
RSVP Card	Y N		
Reception Card	Y N		
Accommodations Card	Y N		
Map/Directions Card	Y N		
Printed RSVP Envelopes	Y N		
Printed Return Address	Y N		
Printed Guest Addresses	Y N		
Other -			

The Day of the Wedding

	Order by:	Quantity	Ordered	Completed
Ceremony Programs	4-6 Wks. Before			
Direction Signs	3-4 Wks. Before			
Seating Chart	3-4 Wks. Before			
Place Cards	3-4 Wks. Before			
Custom Napkins	6-8 Wks. Before			
Menu Cards	3-4 Wks. Before			
Other -				

After the Wedding

	Order by:	Mail By	Quantity	Ordered	Completed
Thank You Notes					
Other-					