

# WEDDING INVITATION INFORMATION



Photo courtesy of Imágemária Studio

Thank you for choosing Uniquely Inviting for your invitations!

Use this worksheet to help gather all of the information that you'll need to order your invitations. Not everyone will need every piece listed below, but it will help make sure that you're not forgetting anything. For your convenience, you can also fill out and submit this form online at [www.uniquelyinviting.com/worksheets/wedding-invitation-information](http://www.uniquelyinviting.com/worksheets/wedding-invitation-information)

## The Basics

Your Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Wedding Colors/Theme: \_\_\_\_\_

Invitation Design Chosen: \_\_\_\_\_

## The Ceremony

Nearlywed #1's Name: \_\_\_\_\_

Nearlywed #1's Parents' Names: \_\_\_\_\_

Nearlywed #2's Name: \_\_\_\_\_

Nearlywed #2's Parents' Names: \_\_\_\_\_

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

Time of Ceremony: \_\_\_\_\_

Ceremony Venue: \_\_\_\_\_

Venue Street Address: \_\_\_\_\_

Venue City, State: \_\_\_\_\_

Additional info/wording to include: \_\_\_\_\_

Printed Return Address on Back Flap of Main Envelope (\$0.25 per envelope)

Street Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

We also print individual guest addresses! Get more information and download a simple Excel template at [www.uniquelyinviting.com/envelope-addressing](http://www.uniquelyinviting.com/envelope-addressing)

## The Reception

Same Location as Ceremony?  Yes  No

Reception Start Time: \_\_\_\_\_

Adult Reception?  Yes  No      Cocktail Hour?  Yes  No

Reception Venue: \_\_\_\_\_

Venue Street Address: \_\_\_\_\_

Venue City, State: \_\_\_\_\_

Wedding Website Address: \_\_\_\_\_

Additional info/wording to include: \_\_\_\_\_

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## Response Card Info

RSVP by Date (usually 1-2 wks before final guest counts are due to vendors): \_\_\_\_\_

- Information You Need to Collect:
- Total Number of Guests
  - Number of Adults/Number of Children
  - Meal Choices - Total Number of Meals
  - Meal Choices by Individual Guest
  - Dietary Restrictions
  - Song Requests
  - \_\_\_\_\_ Seats Have Been Reserved in Your Honor

Meal Choices: \_\_\_\_\_

Printed Address on Response Envelope (\$0.25 per envelope)

Response Envelope Name: \_\_\_\_\_

Response Envelope Address: \_\_\_\_\_

Response Envelope City, State, ZIP: \_\_\_\_\_

Additional info/wording to include: \_\_\_\_\_

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## Wedding Website

Wedding Website URL: \_\_\_\_\_

Please include:  Shortened URL     QR Code     Link to Digital RSVP

## Accommodations

Hotel Name: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

Hotel City, State: \_\_\_\_\_

Hotel Phone Number: \_\_\_\_\_

Date to Reserve By: \_\_\_\_\_

Reservation Code to Mention: \_\_\_\_\_

Additional info/wording to include: \_\_\_\_\_

\_\_\_\_\_

## Did We Miss Anything

Any other requests or information to include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_