

Your Bridal Printing Checklist

Congratulations! Your wedding invitations are special to your day! We provide custom services so your invitations fit your personality and your needs. There are some general guidelines to consider when asking for pricing and deciding what to do about your invitations. Use this checklist to help you plan your invitation/printing needs for your big day!

Invitations:

- What color stock would you like?

White Linen

Ivory Linen

Other - specify color/type

- Would you like full color ink or black and white invitations?

- Black and white invitations are cheaper, but we can customize full color photos into your invitation package.”

* Generally invitations are a 5X7 size (vertical or horizontal). This way you can fit them into a standard envelope and use standard postage.

* Standard invitations are NOT full bleed. That means there is about 1/8-1/4 inch border of stock that shows around the invitation. We offer full bleed options, but the pricing is slightly more.

Return Cards

- Would you like return cards with an envelope?

- This option you will need a full sized stamp for the mailing back. This would be provided by yourself and stamped prior to stuffing the larger envelope for mailing. The envelopes will be discarded by yourself once you receive the card in the mail.

- Would you like a return post card?

- This option only requires you to use a postcard size stamp (half the price). This is a popular option today.

Reception Cards

• Typically if your reception is NOT in the same location as your ceremony and starts at a different time you will need to have a reception card. They are approximately 3X5 in size and can be done in color or black and white.

Direction Sheets

We can run these in black and white postcard size or smaller if you choose.

Table Cards

- You would create an Excel file with 2 columns (or 3 if you have a sitdown dinner). The first column is the name of the person with date EXACTLY as you want it to appear on the card, and the second is the table number of that guest. The third column, if you have sitdown dinner, is the food options for your waiter.
- These cards are table tent - stand up - cards that are 3.5 wide by 4 inches (but folded in half to stand up for a finished front of 2 inches).

Envelopes

- Generally you have 1-2 envelopes depending which option you chose from above.
- The outer envelope is 5.5X7.5 to fit ALL materials into.
- We offer mail merge services to print your guests' names on the front of the envelope, if you prefer this to handwriting the names. We print your return address on the back flap of the envelope.
- The second envelope would be for your return card if you chose to have them NOT as a postcard.

Things We Need To Know From You:

- How many guests will you be having?
 - Divide the number of guests by 2, and round up 5 invitations. This is the total qty of invitations you will need.
- Stock Choice
- Ink Choice
- Mail merge printing of names on outer envelope
- Postcard vs. return card with envelope.
- Do you need a reception card or not? Do you want table cards (these are done about 2 weeks prior to the wedding, after you receive all your return cards and work on your seating chart)? Do you need direction sheets?
- Names with correct spelling for invitation.
- Wording for invitation, and return card options and dates (typically you should have your return card date one month prior to your wedding date, and invitations should be mailed one month prior to that return card date).

- Date, time, location of ceremony and reception. These **MUST** be firm. We suggest you wait until 4-6 months prior to your wedding date to begin your invitation printing process. Many venues need to make adjustments in times or dates and if you print prior to that time there is a chance something might be changed, and ***reprinting IS NOT FREE for changes made after final approval of proof of invitation package.***
- If you order from us in house - custom invitations we need 1-2 days to put together a proof. Allow yourself a week to review your proofs. Printing will take 3-5 days following final approval of the invitation package.
- We provide 3 proofs (printed or electronic) of the entire package, and will offer you a choice of 2 designs in the standard set up fee (which is included in your pricing provided when you ask for a price quote).
- We ask for a 50% deposit at the time of approval of the proofs, and the remaining 50% is due on pick up of invitation package.

We have standard wording and verse options for you to choose from. Check out our Web site:

<http://www.bearpawprintingchittenango.com/weddings.html>

You can download the verse sheet and indicate which verse you would prefer.



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