



A *Complete* GUIDE TO YOUR WEDDING STATIONERY



A Complimentary
Planning Guide, by
Protea Paper Co



The Stationery Checklist

REMEMBER, EVERYTHING EXCEPT THE MAIN INVITATION IS COMPLETELY OPTIONAL

PRE-WEDDING STATIONERY

- Engagement Announcements
- Engagement Party Invitations
- Bridal Party Proposal Cards
- Save the Date Cards
- Bridal Shower Invitations
- Rehearsal Dinner Invitations
- Bachelor / Bachelorette Invitations

WEDDING INVITATION STATIONERY

- Main Invitation Cards
- Addressed Invitation Envelopes
- RSVP Response Cards
- Addressed Return Envelopes
- Details Insert Cards
- Website Address Cards
- Custom Map Cards
- Wedding Timeline / Itinerary Cards

WEDDING CEREMONY STATIONERY

- Ceremony Programs
- Welcome Signage
- Unplugged Wedding Signage
- Reserved Signs / Seat Tags
- Wedding Guestbooks

SEATING PLAN STATIONERY

- Seating Chart or Escort Cards
- Guest Place Cards

WEDDING TABLE STATIONERY

- Table Number Cards
- Dinner Menu Cards
- Drinks List Menu Cards

RECEPTION SIGNAGE

- Cards & Gifts
- Hashtag / Photobooth
- Signature Cocktails
- Bar Menu
- Buffet Foods
- Wedding Favours
- Please Sign Our Guestbook

POST-WEDDING STATIONERY

- Thank You Notecards
- Wedding Announcements

MISCELLANEOUS STATIONERY

- Wedding Favour Tags
- Advice for the Bride & Groom Notecards

James Hargreaves and Laisia Parker
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Burlington Vermont
118451

“Perfect and just so exquisite.
Protea Paper Co accommodated
every request in such a professional
and expeditious manner. These
beautiful cards far exceeded
my expectations! They are lovely,
high quality, and perfect for
my wedding.
Thank you—highly recommended!”

PLEASE JOIN US
WEDDING OF
Kristin Rampart
AND
Graham Watt
SUNDAY, NOVEMBER 15TH, 2024
5 O'CLOCK IN THE EVENING
HARBOUR 60
78 YORK STREET S · TORONTO, ONTARIO
Festivities Following

Kindly Respond
BY OCTOBER 15TH

ELAINE
SACRAMENTO | CALIFORNIA

| GLADLY ACCEPTS | SADLY DECLINES |

Elaine & Graham
100 Spring Street West 20
Sacramento, Oregon
118451



The Stationery Timeline

6-8 MONTHS AHEAD

- ✓ Finalize the guest list & collect addresses
- ✓ Order and mail your save the date cards
- ✓ Order your wedding invitations

5 MONTHS AHEAD

- ✓ Finalize your invitations for production
- ✓ Order and mail any pre-wedding stationery (ie: bachelorette & shower invitations)

4 MONTHS AHEAD

- ✓ Purchase invitation postage
- ✓ Mail your addressed wedding invitations (10 - 12 weeks ahead is ideal)

3 MONTHS AHEAD

- ✓ Order any wedding signage (ie: welcome sign, signature cocktails, card table sign)
- ✓ Order small signage (ie: buffet tags, bar signs, favour tags, weekend itinerary cards etc.)
- ✓ Order wedding guestbook

1-2 MONTHS AHEAD

- ✓ Confirm your headcount and guest rsvp's
- ✓ Order table numbers, seating charts, escort or place cards
- ✓ Order wedding programs & menu cards
- ✓ Order reserved table signs or chair tags

1-3 MONTHS AFTER

- ✓ Order and mail thank you cards to guests
- ✓ Mail wedding announcements for anyone not invited / unable to attend
- ✓ Relax and enjoy married life!

*Destination Weddings:
add an additional 1-2 months to this timeline*



A Guide to Stationery Costs

IT'S RECOMMENDED TO SET ASIDE 3 - 7% OF YOUR WEDDING BUDGET FOR INVITATIONS
AND DAY-OF WEDDING STATIONERY

HERE'S WHAT YOU CAN EXPECT TO SPEND

- ✓ 100 flat printed invitations with an insert card & address printing: *\$800*
- ✓ 100 flat printed invitations with an rsvp card, envelope & address printing: *\$1200*
- ✓ 100 flat printed invitations with an insert card, rsvp card, envelope & address printing: *\$1350*

*heavyweight, tree-free cotton cardstock with your choice of luxury envelopes
including unlimited rounds of revisions and digital proofs*

LETTERPRESS

- ✓ Double thick cardstock in white or ecru
- ✓ \$5.50 additional *per* individual card
(each component has its own stamp created)
- ✓ Available in single colour or blind (colourless)

FOIL STAMP

- ✓ Double thick cardstock in white or ecru
- ✓ \$6 additional *per* individual card
(each component has its own stamp created)
- ✓ Available in gold, silver, copper, black & white

LUXURY EMBELLISHMENTS

- ✓ Including wax seals, envelope liners, vellum wraps, belly bands, ribbon and more
- ✓ Each adds between \$1 and \$3 *per* suite

FULL SUITE ASSEMBLY

- ✓ Including knotting ribbon, stuffing envelopes, attaching bands or vellum jackets and more
- ✓ Adds between \$2 and \$5 per suite, depending on the complexity / number of components
- ✓ Postage & mailing services are *not* offered