



YOUR WEDDING INVITATION TIMELINE & GUIDE

12 MONTHS OR LESS	Send out the Save the Date
7-8 MONTHS	Finalize your guest list
6 MONTHS	Begin to order the Invitation package
3 MONTHS	Order your placecards, table cards, thank you cards, ceremony programs and other additional venue items.
6-8 WEEKS	Mail the invitations and ask guests to respond ten days prior to the wedding

THE WEDDING STATIONARY

Save the Date Cards – Order as soon as you set the date. Send to every guest six to eight months prior to the wedding date so they know not to make plans on your special day. Time and ceremony location are not necessary on the save the date cards.

Invitations – Order six months prior to the wedding. You will need to order one invitation for each of the following:

- Each couple (married or living together)
- Each single guest
- Each single guest's date (if known in advance)
- Every child over 18 even if they live at home and their parents are invited
- Each member of the wedding party and their partner
- The officiant, priest or clergyman
- One to save as a keepsake

Reception Card – Order and send with the invitations.

Response Card – Order and send with the invitations.

Directions/Maps – Order and send with the invitations.

Include directions to ceremony and reception locations so guests can find their way more easily.

Accommodations – Order and send with the invitations.

Include hotel information, reserve by date, and "code" to receive discounted rate.

Wedding Ceremony Program – Order three months prior to the wedding. You will need to order one program for every guest, member of your wedding party, your parents and yourself. It's a good idea to order a few extra. Programs are distributed before the ceremony as guests arrive.

Table Cards – Order with invitations. Table cards are set at each table so guests know the table number.

Place Cards – Order with invitations. Place cards are set out at the entrance of the reception location so guests know where they are seated.

In Lieu of Favor Cards, Menu Cards, Favor Bags/Boxes – Order with invitations.

Announcements – Order with invitations. Couples simply cannot invite everyone to their wedding. Order an announcement for every person or couple not on the guest list. Announcements are sent the day after the wedding ceremony.

Thank You Cards – Order with invitations. Order one thank you card for every person or couple on the guest list, every member of the wedding party, your parents, officiant, vendors, and one for every two people on the announcement list. It is suggested that you order extra thank you cards.

BRIDE'S PARENTS
ISSUING THE INVITATION

Mr. and Mrs. John Davis
request the honour of your presence
at the marriage of their daughter
Sarah Anne
to
Patrick James Corbley
Saturday, the twenty fifth of June
Two thousand and sixteen
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BOTH PARENTS AND BRIDE/GROOM
ISSUING THE INVITATION

Miss Sarah Anne Smith
and
Mr. Patrick James Corbley
together with their parents
request the favor of your presence
at their marriage
Saturday, the twenty fifth of June
Two thousand and sixteen
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BRIDE'S PARENTS ISSUING THE
INVITATION MENTIONING
GROOM'S PARENTS

Mr. and Mrs. James Brennan
invite you to share in the joy
of the marriage
uniting their daughter
Melissa Ann
to
Brian Michael Williams
Son of Mr. and Mrs. Robert Williams
Saturday, the twenty fifth of June
Two thousand and sixteen
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BRIDE'S PARENT DECEASED,
REMAINING PARENT ISSUING
THE INVITATION

Mr. James Brennan
requests the honour of your presence
at the marriage of his daughter
Melissa Ann

to

Brian Michael Williams
Saturday, the twenty fifth of June
Two thousand and sixteen
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BRIDE'S PARENT DECEASED,
REMAINING PARENT ISSUING
THE INVITATION WITH NEW
SPOUSE

Mr. and Mrs. James Brennan
request the honor of your presence
at the marriage of
Mr. James Brennan's daughter
Melissa Ann
to
Brian Michael Williams
Saturday, the twenty fifth of June
Two thousand and sixteen
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BRIDE AND GROOM ISSUING
THE INVITATION

The honor of your presence
is requested at the marriage of
Melissa Ann Brennan
daughter of
Mr. and Mrs. James Brennan
and
Brian Michael Williams
son of
Mr. and Mrs. Robert Williams
Saturday, the twenty fifth of June
Two thousand and sixteen
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BRIDE AND GROOM ISSUING
THE INVITATION

Miss Melissa Ann Brennan
and
Mr. Brian Michael Williams
request the honour of your presence
at their marriage
Saturday, the twenty fifth of June
Two thousand and sixteen
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BRIDE AND GROOM ISSUING
THE INVITATION

Together with their families
Melissa Ann Brennan
and
Brian Michael Williams
request the honour of your presence
at their marriage
Saturday, the twenty fifth of June
Two thousand and sixteen
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BRIDE AND GROOM ISSUING
THE INVITATION

Melissa Ann Brennan
and
Brian Michael Williams
have chosen the first day
of their new life together
as Saturday, the twenty fifth of June
Two thousand and sixteen
You are invited to share in their joy
As they exchange marriage vows
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BRIDE AND GROOM ISSUING
THE INVITATION

Because you have shared in our lives
by your friendship and love, we
Melissa Ann Brennan
and
Brian Michael Williams
together with our parents
invite you to share
the beginning of our new life together
when we exchange marriage vows
as Saturday, the twenty fifth of June
Two thousand and twelve
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BRIDE AND GROOM ISSUING
THE INVITATION

We invite you to be with us
as we begin our new life
together
on Saturday, the twenty fifth of June
Two thousand and twelve
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania
If you are unable to attend,
we ask for your presence
in thought and in prayer
Michelle
and
Mark

JOINT HOSTS - MULTIPLE
FRIENDS AND FAMILIES
ISSUING THE INVITATION

Please join family and friends
in celebrating the Marriage of
Melissa Ann Brennan
and
Brian Michael Williams
Saturday, the twenty fifth of June
Two thousand and twelve
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania
Reception to follow at
the home of
Dave and Carol Murphy
123 Main Street

DIVORCED PARENTS JOINTLY
ISSUING THE INVITATION

Mrs. Mary Peterson
and

Mr. James Brennan

request the honour of your presence
at the marriage of their daughter

Melissa Ann Brennan

to

Brian Michael Williams

Saturday, the twenty fifth of June

Two thousand and twelve
at six o'clock in the evening

St. Bede Parish

1071 Holland Road

Holland, Pennsylvania

BRIDE'S REMARRIED PARENT
AND NEW SPOUSE ISSUING
THE INVITATION

Mary and John Peterson
request the honour of your presence
at the marriage of her daughter
Melissa Ann Brennan
to
Brian Michael Williams
Saturday, the twenty fifth of June
Two thousand and twelve
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BRIDE'S DIVORCED PARENT
ISSUING THE INVITATION
ALONE

Mrs. Mary Peterson
requests the honour of your presence
at the marriage of her daughter
Melissa Ann Brennan
to
Brian Michael Williams
Saturday, the twenty fifth of June
Two thousand and twelve
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BOTH SETS OF PARENTS
ISSUING THE INVITATION

Mr. and Mrs. James Brennan
and
Mr. and Mrs. Robert Williams
request the honour of your presence
at the marriage of their children
Melissa Ann Brennan
and
Brian Michael Williams
Saturday, the twenty fifth of June
Two thousand and twelve
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

GROOM'S PARENTS
ISSUING THE INVITATION

Mr. and Mrs. Robert Williams
request the honour of your presence
at the marriage of
Miss Melissa Ann Brennan
to their son
Mr. Brian Michael Williams
Saturday, the twenty fifth of June
Two thousand and twelve
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

INVITATION TO
RECEPTION ONLY

Mr. and Mrs. James Brennan
request the pleasure of your company
at the marriage reception
of their daughter
Melissa Ann
and
Brian Michael Williams
Saturday, the twenty fifth of June
Two thousand and twelve
at six o'clock in the evening
St. Bede Parish
1071 Holland Road
Holland, Pennsylvania

BRIDE KEEPS
MAIDEN NAME

Ms. Melissa Ann Brennan
and

Mr. Brian Michael Williams
are pleased to announce
that they will become

Ms. Melissa Ann Brennan
and

Mr. Brian Michael Williams

Saturday, the twenty fifth of June

Two thousand and twelve
at six o'clock in the evening

St. Bede Parish

1071 Holland Road

Holland, Pennsylvania

INVITATION TO POST WEDDING CELEBRATION

Melissa Ann Brennan
and
Brian Michael Williams
are pleased to announce
they will be married on
Saturday, the twenty fifth of June
during a private ceremony
on the Island of Maui
Please join us for a celebration
when we return as
husband and wife
Saturday, the second of July
at six o'clock in the evening
Springmill Country Club
Ivyland, Pennsylvania

ALTERNATIVE WORDING IDEA

Two lives, two hearts
Joined together in friendship
united forever in love
It's with joy that we
Melissa Ann Brennan
and
Brian Michael Williams
invite you to be with us
as we exchange our marriage vows
on the twenty fifth of June
Two thousand and sixteen
at six o'clock in the evening
Spring Mill Country Club
Ivyland, Pennsylvania
Reception to follow

ALTERNATIVE WORDING IDEA

This day I will marry my best friend
the one I laugh with, live for, love
Melissa Ann Brennan
and
Brian Michael Williams
invite you to join them as they
begin their new life together
on Saturday, the twenty fifth of June
Two thousand and sixteen
at six o'clock in the evening
Spring Mill Country Club
Ivyland, Pennsylvania
Reception to follow

RECEPTION CARDS

Reception

Immediately following the ceremony

Spring Mill Country Club

80 Jacksonville Road

Ivyland, Pennsylvania

Reply card enclosed



Please join us for dinner and dancing

at seven o'clock in the evening

Spring Mill Country Club

Ivyland, Pennsylvania



Reception Dinner

at seven o'clock

Spring Mill Country Club

80 Jacksonville Road

Ivyland, Pennsylvania

Reply card enclosed

Adult Cocktail and
Dinner Reception
At seven o'clock in the evening
Pen Ryn Estate
1601 State Road
Bensalem, Pennsylvania



The pleasure of your company
is requested
at the Reception
immediately following the ceremony
Spring Mill Country Club
Ivyland, Pennsylvania



The celebration continues
With a reception luncheon for
Melissa and Brian
1:00 pm
Pen Ryn Estate
1601 State Road
Bensalem, Pennsylvania

RESPONSE CARDS

The favour of a reply is requested
on or before June 4th

M _____

Accepts with pleasure _____

Declines with regret _____



Please respond on or before
June 4th

M _____

will _____ attend



The favour of a reply is requested
on or before June 4th

M _____

Number of persons _____

Please respond on or before
June 4th

M _____
_____ will _____ will not attend
Number of persons _____



The favour of a reply is requested
on or before June 4th

Name _____
_____ Accepts _____ Regrets



The favour of a reply is requested
on or before June 4th

Name _____
Number of persons _____
Please indicate number of each
Chicken _____ Fish _____ Veal _____

WEDDING INVITATION ENVELOPE WORDING

Unsure of how to address wedding invitations? The following pages show various examples of the wording for formal wedding invitation outer and inner envelopes.

	OUTER ENVELOPE	INNER ENVELOPE
SINGLE GUESTS		
Unmarried Woman over 18 or a Divorced Woman who retains her maiden name	Miss Sandy Smith or Ms. Sandy Smith	Miss Smith and Guest or Ms. Smith and Guest
Divorced Woman who uses her married name	Mrs. Jane Jones or Ms. Jane Jones	Mrs. Jones and Guest or Ms. Jane Jones and Guest
Widowed Woman	Mrs. Mary Davis or Mrs. John Davis	Mrs. Davis (and Guest) *never use 'and guest' if recently widowed
Unmarried or Divorced Man	Mr. Ronald Howard	Mr. Howard and Guest
COUPLES		
Married Couples	Mr. And Mrs. David Cortland	Mr. And Mrs. Cortland
Married Couples with Children under 18	Do not put children on outer envelope Only list parents	And Emma (1 child) Aiden and Emma (2+ children)

Married Couple - when the woman kept her maiden name	Mrs. Carol Thompson and Mr. John Douglas	Mrs. Thompson and Mr. Douglas
Married Couple - when the woman hyphenates her name	Mrs. Carol Thompson- Douglas and Mr. John Douglas	Mrs. Thompson- Douglas and Mr. Douglas
Married Couple - both doctors	Doctor Eric Harper and Doctor Karen Harper or The Doctors Harper	The Doctors Harper
Married Couple - woman has a professional title and he does not	Doctor Karen Dooley and Mr. Charles Harper	Doctor Dooley and Mr. Harper
Unmarried couples who do not share the same residence. *send to closest friend	Miss (or Ms.) Amy Anderson	Miss (or Ms.) Anderson Mr. Brown
Unmarried couples who live together	Miss (or Ms.) Amy Anderson Mr. John Brown	Miss (or Ms.) Carter Mr. Stevenson

Same gender couples - alphabetically by last name	Mr. Matthew Fox Mr. Jonathan Waters	Mr. Fox and Mr. Waters
OTHER		
Doctor (Ph.D.)	Dr. Harry Keller	Dr. Keller and Guest
Military - Man is a commissioned officer	Colonel and Mrs. Larry Lynch	Colonel and Mrs. Lynch
Military - Man is a retired commissioned officer	Colonel and Mrs. Larry Lynch	Mr. and Mrs. Lynch
Military - Woman is a commissioned officer and Man is not	Mr. and Mrs. Larry Lynch or Captain Joan Lynch and Mr. Larry Lynch	Mr. and Mrs. Lynch or Captain Lynch and Mr. Lynch
Clergy	Reverend John Winters	Reverend Winters
Judge	The Honorable and Mrs. Stephen Lewis	Judge and Mrs. Lewis