

Invitations Guide

Don't let anyone miss out on your big day! Stay on track with your save the dates and invitations with this invitations guide.



INVITATION DETAILS

- Event Name e.g.: Daniella's Quinceañera _____
- Event Type e.g.: afternoon tea, formal dinner _____
- Event Time _____
- Event day, date, month, and year _____
- Parents' Names (CHECK SPELLING) _____
- Ceremony Name _____
- Ceremony Address _____
- Venue/Room name e.g.: The Kingsly Hotel, Ballroom B _____
- Venue Address _____
- Google Maps link to address (If using electronic invite) _____
- RSVP Date _____
- RSVP Details -should include phone _____
- Dress Code if appropriate _____
- Request guests to advise dietary restrictions when RSVPing _____
- Other: _____
- Other: _____
- Other: _____

HAVE AT LEAST THREE PEOPLE PROOFREAD!!

- 1: _____
- 2: _____
- 3: _____

THE TIMELINE

- | | COMPLETE BY |
|---|-------------|
| <input type="checkbox"/> 9-12 Months Prior: Order save the dates | _____ |
| <input type="checkbox"/> 8-9 Months Prior: Send out save the dates | _____ |
| <input type="checkbox"/> 5 Months Prior: Order invitations | _____ |
| <input type="checkbox"/> 2-3 Months Prior: Begin addressing your invitations | _____ |
| <input type="checkbox"/> 8-10 Weeks Prior: Mail your invitations | _____ |
| <input type="checkbox"/> 3 Weeks Prior: RSVPs due; begin making seating chart | _____ |

Highlight

