



SINCERELY YOURS, DIANE

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ONE YEAR TIMELINE

1 year before:

Purchase a 3 ring binder with dividers that have pockets, for each vendor and for anything else that is important. Divide into sections such as INVITATIONS, DECORATIONS, PHOTOGRAPHER, VIDEOGRAPHER, etcetera

10 months before:

Get your alphabetical guest list of names and addresses ready

TIP: a good program to download on the computer is at castlecomputer.com. This program will keep you very organized throughout the process.

9 months before:

Come in and order save the dates. Be sure to include hotel and website information.

6 months before:

Come in to start looking at invitations to get an idea of what you like and what works with your budget.

5 months before:

Come in to order invitations, rsvp cards, weekend cards & thank you notes. Decide if you want to do a separate invitation for the welcome dinner and the farewell brunch or just include an additional card in the invitation that mentions those events and would only go in those guests' invitations who are invited.

3 months before:

I will get your envelopes to the hand or computer calligrapher. You should weigh your invitation with all the pieces and purchase postage for the outside envelope and for the rsvp card. I could also help you with custom postage stamps at this time.

2 months before:

Send out your invitations.

6 weeks before:

Make an appointment with me to order everything else you might need...Programs, place cards, table cards, menus, cocktail napkins, guest towels and welcome bag tags.

4 weeks before:

Start calling all guests who have not rsvp'd.

3 weeks before:

Get your place card list ready. If you are doing hand calligraphy put your list in alphabetical order. If you are doing computer calligraphy put the list in table order.

1 week before:

Get a list together of all your vendors' names and telephone numbers to take to the event. Also, have a copy of your place card list to take to the event in case of a seating debacle!

Your big day!

Your special weekend is here. Relax and enjoy this most amazing and special time..... and hug your stationery girl for keeping you on track for an entire year!

