

# COO chi COO cards

handmade wedding stationery specialists

## TIPS ON ORDERING YOUR WEDDING STATIONERY

### When to order

As a guide, we would recommend that orders for Invitations & RSVP cards are placed at least four months before your wedding date for sending out two-three months before your wedding. Save-The-Date cards can be ordered as early as you want.

Once your guests have replied to your invitations, you can then work out your seating plan. Your Reception venue will tell you how many tables you will have and where they will be placed. We can then start working on your table plan.

If you require a full set of wedding stationery we recommend that you order all of your stationery at once with an estimated number of order of service & thank you cards.

### How many to order

Allow one Invitation per family/couple (and you may wish to order a few extra for any changes made when writing them out or any extra guests you may decide to ask at a later date).

Allow one Order of Service per couple (and you may wish to order a few extra for evening guests who may also wish to attend the ceremony). The details within your Order of Service will need to be agreed with your Church/Venue before you submit them to us.

### How to word invitations and what to include

Invitations always go out from the hosts, which is normally the brides' parents. They are generally written in the third person (i.e. Mr & Mrs Jones). The time and date should be written first, the venue last. Use the titles of your guest's names (i.e. Mrs, Dr etc). The wording "request the honour of your presence" is the most normal for religious ceremonies, and "request the pleasure of your company" is the most normal for non-religious ceremonies/location. The brides name should appear before the groom.

You may also wish to consider including maps/travel information, accommodation details, wedding gift list/wishing well poem, any dress requirements (i.e. black tie), and/or reception finish times within your invitations.



07977 120814

www.coochicooocards.co.uk

**Example text/structure for Invitations**

**Bride's parents inviting to wedding ceremony**

Mr & Mrs Smythe  
request the honour of the presence of

.....

at the marriage of their daughter

Emma Louise  
and  
Mr Robert Jones

On Saturday 1<sup>st</sup> December 2010

At St Clements Church, York  
At 1.00pm

Followed by a reception at  
The Castle, Monk Road, York

Please reply to:  
Mr & Mrs Smythe  
10 Arundale Crescent, York

**Brides parents inviting to Evening Reception**

Mr & Mrs Smythe  
request the pleasure of the company of

.....

At an Evening Reception to celebrate the  
marriage of their daughter

Emma Louise  
to  
Mr Robert Jones

To be held at  
The Castle, Monk Road, York

On 1<sup>st</sup> December 2010  
At 8.00pm

Please reply to:  
Mr & Mrs Smythe  
10 Arundale Crescent, York

**Bride & Groom inviting to wedding ceremony**

Miss Emma Smith  
And  
Mr Robert Jones

Would like to invite

.....

To their wedding

On Saturday 1<sup>st</sup> December 2010

At St Clements Church, York  
at 1.00pm.

Followed by a reception at  
The Castle, Monk Road, York

RSVP  
Mr & Mrs Smith, 10 Arundale Crescent,  
York

**Bride & Groom inviting to Evening Reception**

Miss Emma Smith  
And  
Mr Robert Jones

Would like to invite

.....

To join them at an Evening Reception

To be held at  
The Castle, Monk Road, York

On 1<sup>st</sup> December 2010  
At 8.00pm  
To celebrate their marriage

RSVP  
Mr & Mrs Smith, 10 Arundale Crescent,  
York