



## Wedding Invitation and Announcement Information

### ***Q. When should wedding invitations be ordered?***

**A.** You should order invitations at least five to six months before the wedding. You will need an accurate guest count when placing your invitation order, so work on your guest list early. Always order 25 extra invitations, so you will have extras for your memory book, framing, etc. It is also a good idea to order 25 extra outer and inner envelopes just in case you make a mistake with addressing.

### ***Q. When should wedding invitations be mailed?***

**A.** Invitations should be mailed at least 8 –10 weeks before the ceremony and your responses should be due 4 weeks before your wedding day. If you have planned for an “A” list and “B” list of recipients, plan to mail 2 weeks earlier, so you can send invitations to your “B” list as you receive regrets from the “A” list.

### ***Q. What is the purpose of the tissue included with my invitation order”?***

**A.** In the past, tissues were used to guard against ink smears. Today’s printing methods ensure ink is dry before invitations leave the printing plant, so the tissues are no longer necessary. However, many continue to use the tissue as part of the invitation ensemble for the sake of tradition.

### ***Q. Should special arrangements be made for out-of-town guests?***

**A.** It is a good idea to send a ‘save-the-date card’ to your out-of-town guests. This card is usually sent six to twelve months before the wedding. It typically includes information about the wedding and any special accommodations that you have made for them.

### ***Q. May guests be invited to a reception and not the wedding itself?***

**A.** Yes. Sometimes only relatives and close friends are invited to the wedding service.

### ***Q. Is it correct to use ‘and family’ when addressing the invitation envelopes?***

**A.** Actually, separate invitations should be sent to adult family members (over 18) living under the same roof. The term “and family” is too vague for a wedding invitation. For small children, address the outer envelope to their parents and write their first names on the inner envelope under their parents’ names.

### ***Q. Is it required to include a response card in the invitation? I’ve heard that many people do not respond, so you might as well not send them.***

**A.** You must include a response card in each invitation. You need an exact count to give to your caterer and to determine the number of chairs and tables you will need. If you do not include a response card, you will have to assume that 100% of your guests will attend! Usually 70-75% of your guests will respond. Start calling or e-mailing those who have not responded a few days after your response due date.

### ***Q. What is a strategy for calling guests who fail to respond?***

Call during the day (so you won’t get a “live” person) and say the following: “We haven’t received your response yet and are afraid it may have gotten lost. My caterer needs a final count, so can you please give us a call and let us know if you are coming and how many will be here?” Be sure to leave your answering machine on, so you can keep the message. Remember, if you

answer the phone, you may be on the phone for 30 minutes or more giving details about the wedding!

Although not considered proper at this time, we do suggest that you include an e-mail address on the response card, so people have an optional way to get in touch with you.

***Q. What information do I include on my response card?***

In order to get an exact guest count, we recommend the including the following wording on your response card:

M \_\_\_\_\_  
No, I will be unable to attend \_\_\_\_\_  
Yes, I plan to attend \_\_\_\_\_  
Number of people attending \_\_\_\_\_

***Q. Can I just put up an invitation in my church or office and not send individual invitations?***

**A.** Although it may sound like a great idea, it can prove to be disastrous to your planning. With such an open invitation, there is no way to determine an accurate guest count. You may be faced with ordering too much food ...or even worse, not enough! There is nothing more embarrassing than to run out of food at a reception, so send each person you want to invite, an invitation!

***Q. Is proper to say no children or “adult reception only” if I don’t want to have children attend?***

**A.** Proper wedding etiquette frowns upon such language in the invitation. The proper way to indicate that children are not invited is to only include the parents’ names on the outer and inner envelope.

However, many people today do not understand proper etiquette and often include their children with their response even if they have not been invited. Although not considered “proper” etiquette, we suggest including a separate line on your response card that states: “Due to the historic nature of the Riverwood Mansion, we request that no children attend.” This puts the responsibility on the mansion and not upon you!

You may still have people who wish to include their children, so be prepared to call anyone who includes their children in the response and explain to them that you prefer that no children attend. You will need to be prepared with your answer, so practice now!

**Wedding Announcements**

***Q. Are wedding announcements ever sent to anyone who’s been invited to the ceremony or reception?***

**A.** No. Wedding announcements are sent only to those people who were not invited to the ceremony or reception. Announcements are an excellent tool for informing people about the wedding that live far away, or cannot be included in your invitation list. This is particularly helpful if you are trying to reduce the number of guests on your list.

***Q. When should announcements be mailed?***

**A.** Announcements should be mailed on the day of or a day or two after the wedding.