

Handmade wedding stationery, party invitations and cards for occasions

## Guide to Biscuit Designs Wedding Stationery

### First Impressions.....

Your invitations (or Save the Date Cards) are the first impression your guests will have of your wedding day and will be the first indication of the style and formality of your wedding. A personal design will set your invitation apart and inspire your guests towards a special and memorable day.

### Stationery Items Available

#### Save the Date

Many couples now choose to include a Save the Date Card when ordering their wedding stationery. These can be sent out as soon as you have booked the special day and can be particularly useful if you are getting married in the holiday season or you have guests travelling long distances.

Typically these will be an A5 flat card and many couples choose to include them in a Christmas Card, for example, to save postage.

Please Save the Date  
for the wedding of  
Alexandra and Peter  
on Saturday, 18<sup>th</sup> November 2006  
at St.James' Church, Cottingley  
Invitation to follow

### The Wedding Invitation

Your invitations should be sent to your guests six to ten weeks before the special day. If you have international guests you may choose to send them earlier or utilise the Save the Date Card.

Your RSVP date should be set 3 weeks before your wedding date to allow plenty of time to finalise arrangements.

When you send your wedding invitations, it is a good idea to include maps, lists of accommodation and details of any wedding gift lists you may have. Please ask if you would like to coordinate these with your personal wedding stationery as paper can be provided.



## Wording

The wording used to invite the guests will depend on how formal the occasion will be and will vary according to taste. It usually includes:

- Names of the Bride's parents or other hosts
- First name of the Bride
- First name and surname of the Groom and his title (Mr/Lieutenant/Sir)
- Where the ceremony is taking place
- Time, date, month and year of the wedding ceremony
- Location of the wedding reception
- Address to which guests should reply, and a reply date

You may also wish to include:

- Details of any dress code/theme
- Time guests can expect the day to come to an end
- Whether children are invited

The hosts are the people that are paying for the wedding and the invitations are usually from them, for example:

(Bride's parents as hosts): Mr and Mrs James Smith.....

(the Bride and Groom as hosts): Miss Alexandra Jane Smith and Mr Peter Jones. ....

(if either parent is widowed): Mr James Smith/Mrs Rosemary Smith.....

(parents are divorced): Mr James Smith and Mrs Rosemary Smith....

(parents divorced, mother remarried): Mr James Smith and Mrs Rosemary Brown....

(bride and groom with their parents): Together with their parents Miss Alexandra Jane Smith and Mr Peter Jones.....



## The Traditional Approach

There are a few rules to follow if you want to follow the traditional invitation style. These are:

- Invitations are usually written in the third person
- When listing the time, date and venue the time and date should be written first and the venue last
- Use titles e.g. Dr, Mrs etc. where appropriate
- 'The honour of your presence' or 'The pleasure of your company' is the normal choice of wording
- The Bride's name should appear before the Groom's

- The lines are normally broken up according to names, times, and places

Remember it is your wedding and the following examples are meant purely as a guide. Please feel free to come up with your own personal wording.

## FORMAL

(1)

Mr. and Mrs. James Smith  
request the pleasure of the company of

.....

at the marriage of their daughter  
Alexandra Jane  
to  
Mr. Peter Jones  
at St. James' Church, Cottingley  
on Saturday 18<sup>th</sup> November 2006, at 1pm  
and afterwards at  
Cottingley Castle

(2)

Mr. and Mrs. James Smith  
request the honour of the presence of

.....

at the marriage of  
Alexandra Jane  
to  
Mr. Peter Jones  
at St. James' Church, Cottingley  
on Saturday 18<sup>th</sup> November 2006, at 1pm  
and afterwards at  
Cottingley Castle

Alternatively you have may have decided that you would like your day to be less formal. This can be depicted in the invitation by using the following examples:

## INFORMAL

(1)

Mr. and Mrs. James Smith  
would like you to join them  
to celebrate the marriage of their daughter  
Alexandra Jane  
to  
Peter Andrew Jones  
at St. James' Church, Cottingley  
on Saturday 18<sup>th</sup> November 2006, at 1pm

The reception afterwards will be held at  
Cottingley Castle

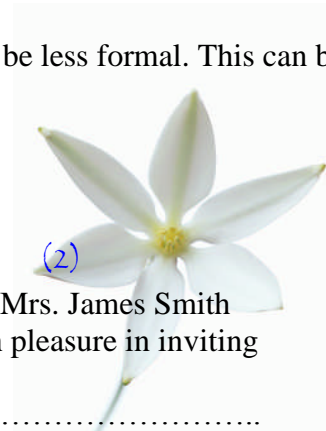
(2)

Mr. and Mrs. James Smith  
have much pleasure in inviting

.....

to celebrate the marriage of their daughter  
Alexandra Jane  
to  
Peter Andrew Jones  
at St. James' Church, Cottingley  
on Saturday 18<sup>th</sup> November 2006, at 1pm

The reception afterwards will be held at  
Cottingley Castle



## The Evening Invitation

These will be sent to guests who are not attending the wedding ceremony, to invite them to the evening reception. The wording of the evening invitation will follow the same format as the day invitation.

Please make sure we are fully informed if the evening reception is to be hosted by someone different from the day and we will ensure that this is reflected in the invitation.

## Including Children

If children are invited this can be made clear by including their names on their parents invitation. Parents should assume that the invitation is for them alone if their children's names are not specified.

You may like to include a short note to parents such as 'We are sorry we are unable to accommodate children' or 'Much as we would like to invite all of our friends' children, it is only possible to accommodate the children of close family'.

If you are inviting children let the parents know if you have made special arrangements for example child-minding facilities.

## RSVP Cards

RSVP Cards are useful for ensuring a prompt response from your guests. They are usually an A5 flat card similar in style to a postcard and therefore will not need separate envelopes. It may be useful to include the guests' names or a number on the card to identify whom the reply is from. It has been known for some guests to forget to write their names in the card!

## Order of Service

The Order of Service booklet is a programme of your wedding ceremony and is usually A5 in size to allow plenty of room to include the music, readings and the words of the hymns that you have chosen. It is advisable to check your Order of Service proofs with your priest or minister as some hymns have many verses and they are not always all used. Please note: it is the responsibility of the Bride and Groom to obtain the relevant copyrights for the reproduction of wording for hymns.

The Order of Service will include the date, time and venue of the service, along with the Bride and Groom's names. Many couples choose to also include the names of the Bridal Party.

You should order at least one Order of Service per couple, one for each guest attending the wedding alone, one for each of the Bridal Party and it is a good idea to include one for each of the choir should you have one.



## Menu

If you are getting married in a hotel Menu's are quite often provided within your catering and hospitality package. However, you may choose to include Menus in your personalised wedding stationery to display on the tables to allow guests to see what they will be having, including options for those with special dietary requirements. One or two per table is normally sufficient and may also incorporate the table name and details of speeches and toasts.

## Place Card

Typically these are small cards placed at each place setting on the tables so that guests can easily identify their seat. Alternatively, you may decide to incorporate guests' names on tags onto napkins with ribbon, the back of the seats or onto the favours. There are a large number of alternatives, which you may like to consider, and we can discuss these in more detail. These will be quoted for separately.

## Table Name Card

Many couples choose to individually name each of the guest's tables for the wedding breakfast. The names may continue the theme of the day or may be inspired by favourite places, hobbies or films for example. A Table Name Card may be appropriate if you already have a menu supplied for you and you wish to continue your personalised stationery collection. Alternatively you may wish to combine the Menu with the Table Name Card so as to avoid too many items being placed on the table.

## Thank You Card and Paper

Matching Thank You Cards and Paper is a personal way to thank guests for sharing in your day and for their wedding gifts. They can also be used to thank those that have helped to make the day so special. Biscuit Designs offer an A6 Thank You Card or A5 Thank You Paper. Both are individually handcrafted to coordinate with your personal wedding stationery and complete the collection.

## Stationery Detail

### Font Types

A wide range of fonts are available and are usually chosen according to the design of the card. However, if you would like to choose a font please feel free to do so. If the font you require is not on the list below please check for availability first.

- a) Mr and Mrs. James Smith (Footlight MT Light)
- b) *Mr and Mrs. James Smith* (*Bookman Old Style*)
- c) *Mr and Mrs. James Smith* (*Bradley Hand ITC*)
- d) Mr and Mrs. James Smith (Century Gothic)
- e) **Mr and Mrs. James Smith** (**Comic Sans**)
- f) *Mr and Mrs. James Smith* (*Lucida Handwriting*)
- g) *Mr and Mrs. James Smith* (*Monotype Corsiva*)
- h) Mr and Mrs. James Smith (Papyrus)
- i) Mr and Mrs. James Smith (Tempus Sans ITC)
- j) Mr and Mrs. James Smith (Times New Roman)



## Font Colour

The font colour is normally part of your stationery design and is always included in the cost. However, if you have a request for a particular colour please let us know and we will do our best to include it.

## Table Plan

To complete your specially coordinated wedding stationery set, you may like to order a Table Plan for guests to conveniently view the seating plan and to ensure their seats can be found more easily.

## Special Extra's

Favours and Favour Boxes may also be sourced especially for your wedding guests. The Favour Boxes will coordinate with your stationery and prices will depend upon design and the filling, if required. Traditionally filled with five sugared almonds to represent health, happiness, fertility, long life and wealth, these days anything may be used and are given to acknowledge the sharing of a very special day. Biscuit Designs has sourced suppliers of handmade fudge, chocolates, miniature Welsh Cakes and sweets personally tested to impress the fussiest of taste buds!

A matching Guest Book is a perfect way of gathering all your guests' well-wishes into one place. In addition, a personalised Keepsake Box is a wonderful way of keeping all your cards and memento's from your special day. Keepsake Boxes may be purchased after your wedding day when you know how many items you have collected and how much room you will need!

## And Finally, Remember.....

This is your day, which you will remember and cherish for years to come.

Biscuit Designs is a personalised service offering flexibility and an exceptionally high, personal level of service. The preparation for your big day should be smooth and exciting, which is why it is essential you choose your suppliers carefully. If you have any questions please call, email or write and we will do our best to answer them as fully as possible.

We look forward to working with you in the near future.

