



AMORECREATIVE

SO, what information actually needs to go on our invitation suite?!..

Oh, and how many pieces do we really need?

Invitation Anatomy

#1 MAIN INVITATION: Provides formal ceremony information including, but not limited to: Monogram, Parents Names, Couples Names, Date, Time, Ceremony Location, Reception Intro. Depending on formality of invitation & layout, option to add reception information or website url available.

#2 RSVP: Provides formal RSVP card for guests to mail back or reply online. Information includes but not limited to: Monogram, RSVP Date, Name Lines, Accept/Declines Verbiage, Guest Restriction/Allocation, Meal Options, Dietary Requirements.

Intro Phrase
Opt: Parent's Names

Opt: Monogram

MR. AND MRS. GARY JONES
REQUEST THE HONOR OF YOUR PRESENCE
AT THE MARRIAGE OF THEIR DAUGHTER

Couples Names

Stacey Marie Jones
to
Timothy Ken Hudson

Opt: Parents Names

SON OF MR. AND MRS. WILLIAM HUDSON
FRIDAY, THE FIFTH OF DECEMBER, TWO THOUSAND TWENTY
AT FOUR O'CLOCK IN THE AFTERNOON

Date & Time

Ceremony Location

HOLY NAME CATHEDRAL
730 NORTH WABASH AVENUE, CHICAGO, IL

Adult Reception To Follow

Reception Phrase
Informal option to include Reception Info and/or Website.

Opt: Monogram

RSVP

Greeting — We look forward to celebrating with you

KINDLY REPLY BY NOVEMBER 5, 2020

RSVP Date

Lines for guests to write names

M _____

Opt: Guest Allocation/Restriction

We have reserved _____ seats in your honor.
Number of guests attending _____.

Accept/Decline Verbiage

_____ GRACIOUSLY ACCEPTS
_____ RESPECTFULLY DECLINES

Opt: Meal Options or Dietary Requirements

Dietary Requirements
_____ Gluten Free _____ Vegetarian

#4 ADDITIONAL EVENT/DETAILS: Commonly included to highlight an additional event and allows the flexibility to include the insert only into the suites of those guests who are invited. Events include but are not limited to: Rehearsal Dinner, Welcome Reception, Brunch, Weekend Itinerary (if destination wedding). This card can also be utilized as a small variation of the details card depicted to the right.

#3 DETAILS: Provides detailed information on the wedding day or weekend. Information includes but not limited to: Reception, Hotel Block, Parking, Shuttle, Directions, Website, Hashtag, Registry, Contact Info, Additional Event.

Additional Event

Rehearsal Dinner

Date — Join us for a rehearsal Friday, September 6th

Hosted by — Hosted by Mr. and Mrs. William Hudson

Location Information

Rehearsal
HOLY NAME CATHEDRAL
730 North Wabash Avenue, Chicago
5:30pm

Dinner
GINO'S EAST RIVER NORTH
500 N. LaSalle Drive, Chicago
6:30pm-9:30pm

RSVP — Kindly RSVP by August 25th to Allison Hudson

Contact Info — Call or text 312.555.5151

Reception

Reception Information

THE GERAGHTY
2520 SOUTH HOYNE AVENUE, CHICAGO, IL
Cocktails starting at 6pm

Accommodations

Hotel Information

Mention the Jones-Hudson Room Block by 8/9

PARK HYATT CHICAGO
800 N. Michigan Avenue
Phone: 402-593-8800 Rate: \$299.00

Transport, Shuttle, Parking, Directions

Transportation

Complimentary parking is available at The Geraghty. Return transportation will be provided after the wedding from The Geraghty to the hotels.

Website

Website, Contact, Hashtag or Registry

www.staceyandtimothytiethetheknot12520.com

#STACEYANDTIMOTHYTIETHEKNOT

#5 MINI CARD: Provides a small amount of info and is the size of a business card. Information options: Online RSVP w/ website or For More Information w/ Website.

Info Title
RSVP
Online

Website

For More Information

VISIT OUR WEDDING WEBSITE:
www.staceyandtimothytiethetheknot12520.com

Flap _____



AMORE CREATIVE

SO, how do we properly format
our recipient addresses for
digital envelope printing?!

Envelope Anatomy

Opt: Monogram *JS*

Return Address

1234 NORTH AVENUE
CHICAGO, IL 60661
The Future Smiths

#2

SINGLE-SIDED ADDRESSING:

Includes all mailing information printed on the front side of the main envelope, with the return address printed in the top left-hand corner and the recipient mailing address centered below.

#1

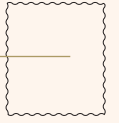
DOUBLE-SIDED ADDRESSING:

Includes all recipient mailing information on the front side of the main envelope. Return address is printed on the back flap.

Mr. & Mrs. John Smith
1234 North President Street
Elgin, IL 60120

Opt: Monogram *JS* | THE FUTURE SMITHS
1234 NORTH AVENUE
CHICAGO, IL 60661
Return Address

Stamp
55¢ or 70¢



Recipient Name *Stacy Meyers and Timothy Smith*
1234 NORTH AVENUE — Street Address
City, State, Zip — CHICAGO, IL 60661

PROPER SPREADSHEET FORMAT

Gather all your recipient addresses. Format them into 3 COLUMNS ONLY
Column 1: Recipient Names, Column 2: Street Address, Column 3: City, State, Zip.
We are compatible with Excel, Numbers or Google Sheets.

| Column 1: | Column 2: | Column 3: |
|-----------------------|----------------------|-----------------------|
| RECIPIENT NAMES | STREET ADDRESS | CITY, STATE, ZIP |
| Mr. & Mrs. John Smith | 123 President Street | Elgin, Illinois 60120 |

RECIPIENT ADDRESSING STYLES

The below table includes the most common formats for recipient names, street addresses, city, state, & zip categorized by the marital status of your prospective guest(s). Choose which wording style within each column and respective status matches the formality of your event. Then begin to format your guests into 3 columns only (see above). We are compatible with Excel, Numbers or Google Sheets.

Questions to Consider when Formatting:

Do you want to include Mr./Mrs.? Do you want first/last names or just last?

Do you want to use "&" or "and"? Do you want to abbreviate or spell out the state?

| status | recipient names | street address | city, state, zip |
|-------------------|--------------------------------|----------------------|-----------------------|
| MARRIED COUPLES | Mr. & Mrs. John Smith | 123 President Street | Elgin, Illinois 60120 |
| | Mr. John & Mrs. Jane Smith | 123 President Street | Elgin, Illinois 60120 |
| | John & Jane Smith | 123 President Street | Elgin, Illinois 60120 |
| FAMILY | Mr. & Mrs. John Smith & Family | 123 Brook St. Unit B | Chicago, IL 60634 |
| | The Smith Family | 123 Brook St. Unit B | Chicago, IL 60634 |
| UNMARRIED COUPLES | Mr. John Smith & Ms. Jane Fox | 123 Adams Blvd. | Wheaton, IL 60189 |
| | John Smith & Jane Fox | 123 Adams Blvd. | Wheaton, IL 60189 |
| SINGLE GUESTS | Mr. John Smith | 123 Clark St. Apt. 2 | Chicago, IL 60634 |
| | Mr. John Smith and Guest | 123 Clark St. Apt. 2 | Chicago, IL 60634 |
| | John Smith and Guest | 123 Clark St. Apt. 2 | Chicago, IL 60634 |

#3

RSVP ADDRESSING

Includes the return address printed on the front of the RSVP envelope.

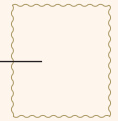
Stamp 55¢

Opt. Monogram

The Future Smiths — Couples Name

1234 NORTH AVENUE
CHICAGO, IL 60661

Return Address



ENVELOPE DESIGN PROCESS

- 1 Gather all your recipient addresses. Format them into 3 columns ONLY (see table). Column 1: Recipient Names, Column 2: Street Address, Column 3: City, State, Zip. We are compatible with Excel, Numbers or Google Sheets.
- 2 Please enter the cell information exactly as you want it displayed. We use a data merge system to create your envelope proofs. Be aware that however you input the information into each cell is exactly how it will merge out into the envelope design file. Please review punctuation, spelling and avoid any extra spaces between/after words when inputting. Please provide the full return address to be used on your main and/or RSVP envelopes.
- 3 Prior to merging your information, we will create a design proof of your envelope layout (with the matching fonts and colors of your stationery) and send to you for approval.
- 4 Once the envelope layout has been approved, and you have sent us your address list, we will create the merged envelope file and send for review. If revisions are needed, they will be made manually. You can send them in two ways: typed out with the page reference or updated in the excel file with the cell highlighted for reference. We will go back and forth in this manner until the final envelope proofs have been approved, and we are ready to move onto print production.

POSTAGE

Stamps are not included. You are responsible for purchasing your own postage. Depending on the weight of your suite, the main envelope will require a 70¢ or 55¢ stamp and the RSVP envelope will require a 55¢ stamp. Optional a la carte assembly options where we handle postage can be discussed upon request.

COLOR/WHITE INK PRINTING

Light colored envelopes can be printed with black or color ink. Dark colored envelopes will be printed with white ink. Turnaround times for black/color ink is typically 5-7 business days whereas white ink is typically 8-12 business days.