

Invitation Checklist

- Compile names and addresses of guests
 - Bride's guest list
 - Groom's guest list
 - Bride's parents' guest list
 - Groom's parents' guest list

- Finalize the guest list and determine number of invitations needed

- Order the invitations and stationery
 - Invitations
 - Enclosures:
 - Response cards
 - Reception cards
 - Pew cards
 - Church cards
 - Maps
 - Wedding programs
 - Announcements
 - At home cards
 - Stationery cards:
 - Thank-you notes
 - Personal stationary
 - Miscellaneous
 - Place cards
 - Personalized party items: napkins, matchbooks, etc.

- Double-check all spellings, dates and addresses
- Design and print maps to be included in the invitation
- Address and assemble the invitations
- Ensure you are using the proper postage when stamping envelopes
- Mail the invitations, asking the post office to hand-cancel
- Mail the announcements
- Write thank-you notes
- Mail thank-you notes



How to Word the Invitations

Bride's parents hosting the wedding:

Mr. and Mrs. Roger Smith
request the honor of your presence
at the marriage of their daughter
Megan Ann
to
Mr. Nicholas James Parker
on Saturday, the fifth of May
at three o'clock
First Methodist Church
Quincy, Massachusetts

Both bride's and groom's parents hosting the wedding:

Mr. and Mrs. Roger Smith
and
Mr. and Mrs. James Parker
request the honor of your presence
at the marriage of their children
Miss Megan Ann Smith
and
Mr. Nicholas James Parker
on Saturday, the fifth of May
at three o'clock
First Methodist Church
Quincy, Massachusetts

OR

Mr. and Mrs. Roger Smith
request the honor of your presence
at the marriage of their daughter
Megan Ann Smith
to
Nicholas James Parker
son of Mr. and Mrs. James Parker
on Saturday, the fifth of May
at three o'clock
First Methodist Church
Quincy, Massachusetts

Groom's parents hosting the wedding:

Mr. and Mrs. James Parker
request the honor of your presence
at the marriage of
Miss Megan Ann Smith
to their son
Mr. Nicholas James Parker
on Saturday, the fifth of May
at three o'clock
First Methodist Church
Quincy, Massachusetts

Bride and Groom hosting wedding:

The honor of your presence is requested
at the marriage of
Miss Megan Ann Smith
and
Mr. Nicholas James Parker

OR

Miss Megan Ann Smith
and
Mr. Nicholas James Parker
request the honor of your presence
at their marriage

If parents are divorced:

- *If the bride's unmarried mother is hosting, she uses her maiden and married name:*
Mrs. Linda Adams Smith
requests the honor of your presence
at the marriage of her daughter
Megan Ann

- *If the bride's remarried mother is hosting:*
Mr. and Mrs. Michael Hunt
request the honor of your presence
at the marriage of Mrs. Hunt's daughter
Megan Ann Smith

- *If the bride's unmarried father is hosting:*
Mr. Roger Smith
requests the honor of your presence
at the marriage of his daughter
Megan Ann

- *If the bride's remarried father is hosting:*
Mr. and Mrs. Roger Smith
request the honor of your presence
at the marriage of Mr. Smith's daughter
Megan Ann

If parents are deceased:

- *One parent is deceased and host has not remarried:*
Mr. Roger Smith
requests the honor of your presence
at the marriage of his daughter
Megan Ann

- *One parent is deceased and host has remarried:*
Mr. and Mrs. Michael Hunt
request the honor of your presence
at the marriage of Mrs. Hunt's daughter
Megan Ann

- *Both parents are deceased (a close friend or relative may host):*
Mr. and Mrs. Larry Adams
request the honor of your presence
at the marriage of their granddaughter
Megan Ann Smith