

Congratulations on your upcoming wedding! Thank you so much for entrusting Cardsmith Design Studio with your wedding stationery. I am so excited to work with you from now until your wedding. So that we're all on the same page, you can find a timeline below for all the different components of your custom wedding stationery. This is an average timeline so don't worry if you're on a more rushed timeline! I've taken that into account, and we'll make sure that your stationery arrives when you need it!

SAVE THE DATES

Typically sent out to guests 10-12 months before the wedding

14 Months Out - Start the design processes

I will send you a questionnaire for basic details regarding your wedding (date and location). If you have any photos, color palettes, or design elements you want to include, this is when you can give me all those details.

13 Months Out - Go into production

After you've decided the save the date cards are exactly what you envision, we'll go into production.

12 Months Out - Ship them to you

I will ship out your save the date cards already assembled and in their envelopes so all you need to do is put a stamp on them and mail them out to your guests!



Invitations

Typically sent out to guests 8-12 weeks before the wedding

5 Months Out - Start the design processes

It's time for more forms! These will be used to get all the nitty-gritty details about your wedding and about the design vision you have for your invitation suite. This is also when we can finalize any production details, such as embellishments, paper type, and printing method. We'll go through as many rounds of proofs as necessary for you to be 100% satisfied with your invitation suite.

4 Months Out - Go into production

After you've signed off on your final proof, we'll send everything to print. Included in the custom design fee is full assembly of all the components of your suite. Envelopes are left unsealed so you can do one final check. Note, if you've ordered wax seals, they will be sent to you with ready to be attached to your invitation.

3 Months Out - Ship them to you

As mentioned above, all items are sent to you ready to be sealed and sent out to your guests. Items are shipped priority mail so they should arrive in 2-4 business days after they've left our studio.



WEDDING DAY STATIONERY

Typically shipped to you about two weeks before your wedding

6 Weeks Out - Start the design processes

Once your RSVPs start trickling in, we can get started on your wedding day stationery. This includes table numbers, seating charts, place cards, signage, etc. We'll get started on the design process before you have your final headcount to make sure that we can go into production the moment those are finalized.

3-4 Weeks Out - Go into production

Since production can take up to two weeks depending on what day of items you ordered, the sooner we can get started the better. Again, all items will be shipped to you as assembled as possibly. Basically anything that can be put together off-site will be!

2 Weeks Out - Ship them to you

Items will be shipped to you via priority mail to ensure they are delivered with plenty of time before your wedding.



ALL OTHER WEDDING STATIONERY

Engagement Party Invitations

For a more formal event with an RSVP date, you should plan to mail them out to your guest at least three weeks before the reply-by date. Reach out at least six weeks in advance of the event if these are something you are interested in ordering.

Bridal/Wedding/Couples Shower Invitations

Similar to engagement party invitations, six to eight weeks notice is optimal to start the design process to make sure your guests receive the invitations with enough notice to RSVP and purchase a gift in time for your shower.

Rehearsal Dinner Invitations

Rehearsal dinner invitations can be sent out with your invitations, but if you don't have all the details ironed out by then, we can work on these and send them out separately. Typically, these are sent out at least once month before the wedding, so plan accordingly.

Any Other Question?

Feel free to email us at <u>info@cardsmithdesignstudio.com</u> with questions regarding timelines or anything else related to your custom stationery!