

- A general rule to follow on invitation wording is to **avoid abbreviating** names of places, street addresses, cities and states.
- Typically the **time of your event should be spelled out**. If your event is before noon it is considered the morning. If the time is after noon and before 5:00 p.m., it is considered the afternoon. If the time is after 5:00 p.m. it is considered the evening. It is acceptable to refer to 5:00 as the afternoon or evening. If the time falls on a half hour the proper way to word it, for example is "half after four o'clock."
- Punctuation should be used on times, dates and between locations. All other **punctuation is typically left off** the invitations.
- **Zip codes are typically left off** of wedding invitations and reception cards when specifying the address of an event location.
- If you want to limit or restrict the number of children attending the reception it is recommended that you enclose a note to those who might be understanding or talk to close friends and ask them to spread the word. "No children" is not recommended as per etiquette.
- In regards to gifts it is **never appropriate to request monetary gifts**. However if you would like to have guests donate to a charity it is appropriate to say on an additional insert card: "In lieu of gifts please make a donation to..."

For most invitations 10-14 lines of text is recommended. If you need additional lines we will try to accommodate your request. We may have to combine lines or move wording in order to make the text fit properly. We recommend not overcrowding your invitations.

Guests may be sent an invitation six (6) to eight (8) weeks before the date of your wedding. However, if you have international guests or many of out of town guests you should typically send these invitations out ten to twelve weeks before the event. This gives your guests time to plan their travel schedule. The same guidelines apply if you are having your event during a

holiday weekend or are having a destination wedding. You want to make sure you give your guests ample time to plan for your special day.

One invitation is needed per household. Once you have your final number of invitations needed, make sure to **order 10-25 more invitations than you need**. This is just in case you remember someone you forgot to include on your list or decide to add guests later. It is more costly to place a second order for just 25 invitations, so it is recommended to order extra invitations to begin with.