



CONTACT INFORMATION

BILLING ADDRESS

First Name: _____ Last Name: _____
Address: _____
City: _____ State: _____ Zipcode: _____
Phone Number: _____
Email Address: _____
CC: _____

MAILING ADDRESS

Same as billing address

First Name: _____ Last Name: _____
Address: _____
City: _____ State: _____ Zipcode: _____
Phone Number: _____
Email Address: _____
CC: _____

What date would you like to have your order finished by? _____

YOU AND YOUR WEDDING

We can't wait to get started on your custom suite. First, help us get a feel for what makes you and your event unique by filling out this questionnaire. Don't worry—every little detail isn't going to end up on your design, they're just going to help us make it that much more memorable.

Bride _____ Groom _____

Location _____

Ceremony _____

Reception _____

Date _____ Time _____

TELL US A LITTLE ABOUT YOUR WEDDING.

What is your color scheme?

What flowers will you be using?

If you have your dress, what are some of the fabrics, textures, or embellishments included on it?

Is the wedding considered formal, semi-formal, or more casual?

Describe the environment of your venue, including architecture, natural surroundings, and any unique structural materials.

If you could describe your vision for the event in three words, what would they be?

YOU AND YOUR WEDDING

HELP US GET TO KNOW YOU BETTER.

How did you meet? Are there any special stories or unique sentiments you'd like to share?

Tell us about the proposal.

Are you planning on including any special family, religious, or cultural traditions in your event?

LET'S FIGURE OUT THE SPECIFICS AROUND YOUR ORDER.

How many invitations will you need? (*It's strongly recommended that you add at least 15 extra pieces to your order. And don't forget — the number of invitations does not necessarily equal the number of guests. Be sure to account for families and couples when deciding your order quantities.*)

_____ Number of invitations

WHAT ADDITIONAL PIECES WOULD YOU LIKE TO INCLUDE IN YOUR CUSTOM SUITE?

**Please indicate quantity for each piece*

_____ Reply card :: w/ envelope _____ or postcard _____

Will you need to include entree selection on reply card? _____ Y _____ N

_____ Directions insert card

_____ Accommodations insert card

_____ Weekend Itinerary

_____ Save the Dates

_____ Thank You Cards

YOU AND YOUR WEDDING

WHAT EVENT PIECES WOULD YOU LIKE TO INCLUDE IN YOUR CUSTOM SUITE?

How do you know how many event pieces to order if you don't know who's going to be there yet?
 As a general rule, roughly 2/3s of your total invited guest list is a good estimate of how many will actually attend.
 Use this equation to estimate your quantities for the pieces that each guest will receive. These quantities can only be adjusted if they are below your actual final guest attendance, and will be reflected in your final invoice.

_____ Total Guests Invited x 2/3 = _____ Estimated Guest attendance

**Please indicate quantity for each piece*

_____ Escort Cards/Place Cards | Guest Names Printed _____ Y _____ N

_____ Programs

_____ Menus

_____ Guest Favor Labels

_____ Table Numbers

_____ Reserved Seating Signage

_____ Hotel Guest Welcomer

Other Types of Signage _____

DO YOU HAVE A PRINTING PREFERENCE?

Letterpress - Handmade printing method that creates a tactile impression in the paper.

Offset - High quality flat printing, features sharp, crisp color and image detail. Cost determined per color and is most efficient if you are printing more than 500 pieces.

Digital - High quality flat printing. More cost effective than offset printing due to automated set up and printing process.

Letterpress Off-Set Printing Digital No Preference

Would you like to enhance the look and feel of your suite with any of the following:

Envelopments

Embellishments

Fabrics

Stitching Detail

Return Address Envelope Printing Mailing Address Envelope Printing

Calligraphy

Envelope Lining

Custom Stamps



SHOW US EXAMPLES

If you have any ideas in mind for the look of your the announcements, please feel free to provide any samples, photographs, sketches, fabric swatches, color samples, or other inspirations along with your questionnaire. *Keep in mind that we are not able to return any items provided, so please make sure you're only including copies of personal mementos with this form.*

SPECIAL NOTES