

PROOFING STATIONERY CHECKLIST

Spelling & Punctuation Details

❑ **Grammar and Punctuation** – Does it “read” properly? If you’re trying to figure out the grammar and you’re battling (and trust me, wedding invitations do have a whole set of random rules), then read the wedding invitation out loud.

❑ **General Spelling** – Especially words that are easily confused or not picked up by spellchecks like its/it’s, their/there, your/you’re, were/where, to/too.

❑ **Spelling of Names** – Are your names spelt correctly? What about your parents (if the parents are on the invite)?

❑ **Order of Names** – The bride traditionally goes first, then the groom.

❑ **Order of Parent’s Names** – If you’re including parents, then make sure the parents’ names are in the same order as the couple being married (i.e. if your name is coming first on the invite, then your parents will come before your partners). Father comes before mother in the scheme of things (traditionally... we all know who the real boss is...)

❑ **Proper Spacing Between Words** -accidental double spaces or no space at all can be distracting.

❑ **Proper Line Breaks** – make sure each line breaks at a place that makes sense.

❑ **Formatting** – Make sure all the text is not too close or overlapping any of the design elements – or too close to the edges.

❑ **Readability** – Are all the fonts legible and not too small or too large (sometimes it’s better to spring for two information cards rather than jam everything onto one).

❑ **Consistently Written Times** (i.e. 1pm, 5.00 pm, 2 in the afternoon).

❑ **Consistently Formatted Numbers** (if you’re going to spell out the date in numbers, all numbers on the main invitation should be spelt out).

Wedding Details

No one knows your wedding like you do, so don’t skip checking anything on this list!

❑ **Correct Wedding Date** – pretty self-explanatory.

❑ **Day/Date Correct** – Does the day match up with the date?

❑ **Wedding Date Formatting** – If you’re formatting your wedding date with numbers, will there be any confusion (i.e. is 1/6/2018 the first of June 2018, or the sixth of January 2018?)

❑ **Correct Time of Ceremony & Reception** – for obvious reasons, I would hope.

❑ **Correct Addresses** – include the street address for both ceremony and reception places, either on the main wedding invitation, or if you have room, on a separate information card. Type the address into your GPS and check it comes up as expected; many guests will do the same on the wedding day.



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Have you Included the City? Out-of-town guests might not be familiar with the suburb.

Are all Contact Details Correct? Ring phone numbers, test emails, look up websites that you've used.

Photos – if you're using photographs, make sure you've provided a high resolution photo that's not stretched or skewed (and make sure your designer hasn't stretched or skewed it either, yuck).

Directions – are they correct and easy to follow?

Maps – Do they include the important landmarks?

Guests and Mailing Details

Are all Your Invitee's Names Correct (Note: you might check these after you've confirmed the wedding invitation design is correct – Be My Guest clients do, for example).

Are all Your Invitee's Addresses Correct. Are they formatted Properly? They won't make it there if their addresses aren't correct.

Have you Included Postcodes (resending invitations is another cost you don't want to fund).

Have you Included a Return Mailing Address Is it formatted correctly?

Envelope – Is your envelope big enough to fit the wedding invitation and all pieces in?

Postage – How many stamps will your wedding invitation take to post (lots of people get caught out and order A5 invitations, which use C5 envelopes).

These bigger sizes take 2 stamps to post. 99% of Be My Guest wedding invitations come with envelopes that'll fit the invitation you've ordered, and only take one stamp to post... unless you put something really thick in the envelope.)

RSVP Details

Postcode – Include the postcode if you are asking for postal RSVPs – we want no excuses for why those RSVPs haven't arrived!

RSVP Date – around one month before the wedding.

Guest Names – Do you have a spot on the RSVP card for guest's to write their names?

How do Guests Send Their RSVP? Have you included how guests should return their RSVP? Note: it might be tempting to pop down your address, phone number, email, text messaging details, smoke signal etc... but the more options guests have, the more overwhelmed some get. Keep it simple and say one or two ways, tops.

Proofreading tips for a perfect wedding invitation.

Now that you've given everything a once over, get a detail orientated friend to go through this list with your wedding invitation too. When you know what's coming next, it's easy to skim over words or fill in the blanks when something is missing. Having a fresh set of eyes take a look is my number one tip.

