

Wedding Information

Bride's name
Groom's name
Wedding Date and Time
Wedding Venue
Reception Venue
Evening Venue (if different)
Who are the invites from
RSVP Address
Postcode
Return Date
Comments

Information that will be needed

It is best if all text you wish us to use is sent as a word, text or email. This reduces the risks of any mistakes being made by us, we will assume any text sent to us is final and correct so please check thoroughly before sending. It is advisable for several other people to check through your text before sending it.

Invitations

For invitations we need to know what you would like the large and small text on the front of the card to say, as well as the final text for the inside of the card. Also a list of guest names if you would like us to print the names. We prefer this list to be a word, text file or email to reduce the risk of mistakes. Some of the larger invitations need additional information which we will guide you through.

RSVP - Final text for RSVP

Save the Date - Final text for save the date

Order of Service -Text for the front and the final text for inside.

Order of the Day -Text for the front if needed and the final text for the order of the day

Menu -Text for the front if needed and the final text for the menu

Place Names

Text for the rear of the place names as well as a list of guests for the front. We prefer this list to be in a word, text file or email to reduce the risk of any mistakes being made.

Table Plan

List of guests detailed on the table they are sitting on and how you would like their names, to appear and in which order you would like them to appear. As well any specific instructions on how you would like the top table to look. If you would like the plan to reflect the layout of the room please describe this layout.

Return this form by posting to Artemis Stationery, 26 Trent Close, Yeovil, Somerset, BA21 5XQ

or

email to artemisstationery-contact@yahoo.com as a scanned document or by entering the information into an email

We will then contact you with the amount required as a deposit for work to begin.