

IDO STILL!

Stationary Worksheet

Vendor:

Order Date/Deposit:

Pick-up Date:

Balance Due:

Stationary Selections	Choice 1			Choice 2	
		Design #		Design #	
		Ink Color		Ink Color	
	Number	Description	Cost	Description	Cost
Vow Renewal Invitations					
Invitations					
Printed Envelopes					
Envelope Liners					
Calligraphy					
Response Cards					
Response Cards					
Printed Envelopes					
Miscellaneous					
Napkins					
Matchbooks					
Seating Place Cards					
Programs					
TOTAL					

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Stationary Notes and Tips

- Invitations - order a few more than you think you'll need.
- Reception Cards - used when only a select number of the guests invited to the ceremony are also invited to the reception.
- Ceremony Cards - this card is enclosed when a select few guests are invited to the ceremony, in addition to the reception, to which all guests are invited.
- Response Cards - guests return this card with their names and whether they will be attending.
- Pew Cards - mainly used in large, formal vow renewals, they indicate special seating positions.
- Rain Cards - informs guests invited to an outdoor vow renewal of an alternative location in case of rain.
- Maps - small, printed maps with directions to the ceremony and/or reception site to aid guest in finding the location.
- Accommodation Cards - this card is used to inform guest of any lodging accommodations that have been made and the fees for such.
- Ceremony Program - a program stating the order in which things will take place during the ceremony. It will list songs, prayers, and scriptures to be read, along with names of attendants, vocalist or organist.
- Thank You Cards - small cards, usually folded, used to express your thanks for gifts received. These are typically not needed since gifts are not expected for a vow renewal.

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