



# La Donna Wedding

## Officiants & Ceremony Coordinating Services

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### **How to Assemble Wedding Invitations**

There is a proper way to assemble your invitations and enclosure cards so that when your guests open your invitation, an immediate impression is made and information is presented in an orderly fashion.

While addressing your outer envelopes and completing the inner envelopes, be sure to keep them in sets. Another option is to address all of the outer envelopes and then write out the inner envelopes to go with each. One of the best processes to use to assemble your invitations and to keep everything organized is the following:

- 1) Fold all of the components, which are scored to aid the folding process.
- 2) Put stamps on the response envelopes (the same number of envelopes as the number of invitation envelopes you have addressed)
- 3) Insert the response card into the response envelope with the fold on top, if folded from the top down (printing is generally on the front), or insert folded edge first, if it has a side fold.
- 4) Arrange the components in piles for assembly. Going from left to right, put them in the following order:
  - a. Invitation
  - b. Tissues - if furnished and, if you wish to use them. Note...if you are creating your invitations on your own PC and printing them on an inkjet, then it is highly recommended that you use the tissues, as the ink will most likely smudge onto other parts of your invitation. If you are using a laser printer, this concern is eliminated.
  - c. Response cards already assembled in response envelopes (addressed side up)
  - d. Map/direction cards (copy up)
  - e. Reception cards (copy up)
- 5) Assemble, taking one off each pile, placing each piece on the top of the last in the same order as listed in Item 4 above. In other words, take your invitation, place a tissue (if using) on top of the printed words, place your assembled response card and envelope (addressed side up) on top of the tissue, then the map/direction card (face up) and finally the reception card on the very top (face up). Your accessory cards should be placed on top of the printed copy of the invitation. If the invitation copy is in the inside of the invitation, then your accessory cards are also inside. If the invitation copy is on the front, your accessory cards then go on the outside. As stated above, tissues may come with your invitation order and although they no longer serve a purpose (unless you are printing your own invitations on an ink jet printer), they are sometimes utilized more as a tradition than a necessity. You, of course, make the decision whether to use them or not.

