

# Mary Ann productions

disc jockey entertainment wedding/event planning

## Invitation Worksheets

Your Name: \_\_\_\_\_ Wedding Date: \_\_\_\_\_

Home number \_\_\_\_\_ Work number \_\_\_\_\_

Book name/color & page number: \_\_\_\_\_ Fax number to send proof: \_\_\_\_\_

### **INVITATION:**

Item number: \_\_\_\_\_ color of ink: \_\_\_\_\_ lettering style: \_\_\_\_\_ quantity: \_\_\_\_\_

Following a verse? YES NO YES, BUT WITH CHANGES Verse #: \_\_\_\_\_

Bride's full name: \_\_\_\_\_

Groom's full name: \_\_\_\_\_

Bride's parents names: \_\_\_\_\_

Groom's parents names: \_\_\_\_\_

Day & Date of occasion: \_\_\_\_\_ Time of ceremony: \_\_\_\_\_

Location of ceremony and address: \_\_\_\_\_

Lined inner envelope? YES/NO Item number: \_\_\_\_\_ 25 extra envelopes for mistakes? YES/NO

Return address on outer envelopes: (circle) 1) block 2) matching invite 3) blind embossing. Color of ink \_\_\_\_\_

Address for return envelope: \_\_\_\_\_

25 extra outer envelopes for mistakes? YES/NO

*Ordering 25 extra inner & outer envelopes costs less than \$10.00 & will save you a ton of \$\$ verses extra invites or calling me to order extra after the original order is placed. ☺*

### **RECEPTION CARD:**

Item number: \_\_\_\_\_ color of ink: \_\_\_\_\_ lettering style: \_\_\_\_\_ quantity: \_\_\_\_\_

Following a verse? YES NO YES, BUT WITH CHANGES Verse #: \_\_\_\_\_

Reception location and address: \_\_\_\_\_

Start time of reception: \_\_\_\_\_

**RESPOND CARD:**

Item number: \_\_\_\_\_ color of ink: \_\_\_\_\_ lettering style: \_\_\_\_\_ quantity: \_\_\_\_\_

Following a verse? YES NO YES, but with changes Verse #: \_\_\_\_\_ return date \_\_\_\_\_

Name & address of person(s) who will receive responses: \_\_\_\_\_

**THANK YOU CARDS:**

Item number: \_\_\_\_\_ color of ink: \_\_\_\_\_ lettering style: \_\_\_\_\_ quantity: \_\_\_\_\_ page # \_\_\_\_\_

Style of your names if requested: (circle) 1) Jane and John Smith 2) Mr. and Mrs. John Smith 3) Thank you

Monogram style: \_\_\_\_\_

**PLACE CARDS:**

Item number: \_\_\_\_\_ color of ink: \_\_\_\_\_ lettering style: \_\_\_\_\_ quantity: \_\_\_\_\_ page # \_\_\_\_\_

Design number: \_\_\_\_\_

**NAPKINS:**

Item number: \_\_\_\_\_ color of ink: \_\_\_\_\_ lettering style: \_\_\_\_\_ quantity: \_\_\_\_\_ page # \_\_\_\_\_

Design number: \_\_\_\_\_

**MATCHES:**

Item number: \_\_\_\_\_ color of ink: \_\_\_\_\_ lettering style: \_\_\_\_\_ quantity: \_\_\_\_\_ page # \_\_\_\_\_

Design number: \_\_\_\_\_

**ENVELOPE SEALS:**

Item number: \_\_\_\_\_ color of ink: \_\_\_\_\_ lettering style: \_\_\_\_\_ quantity \_\_\_\_\_ page # \_\_\_\_\_

Design number: \_\_\_\_\_

**DON'T FORGET:**

Bridal shower invites or thank you cards

Map cards

Favor accessories

Wedding ceremony program

Cake Boxes or Bags

Mini Bells and Bubbles

Questions? Call me at 248.601.9586