

WITH PRINT 'EM NOW

*Congratulations on your upcoming wedding!
Print 'em Now is excited about the opportunity
to work with you to make your special day
a wonderful day to remember.*



Mr. & Mrs. Harms

HOURS: Monday - Friday 8:30am - 5:30pm

900 4th Ave SW • Watertown, SD 57201

P: 605-882-2111 F: 605-886-7393 E: pensales@dailypost.com

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Wedding Checklist

12+ MONTHS BEFORE

DATE: _____

- ☐ Envision your wedding and make a budget.
- ☐ Consider hiring a wedding consultant.
- ☐ Pick a wedding date and time. Select several options, then check with your venues, officiant, and important guests before finalizing.
- ☐ Start planning the guest list.
- ☐ Look for and book ceremony sites and reception sites.
- ☐ Ask friends and relatives to be in the wedding party.
- ☐ Optional: Have an engagement party. You may want to register beforehand for gifts.

8-10 MONTHS BEFORE

DATE: _____

- ☐ Bride: Think about, shop for, and order your gown.
- ☐ Think about reception food.
- ☐ Decide what type of entertainment you want. A pianist for the cocktail hour, strolling violinists, a DJ, or band?
- ☐ Think about your floral decor.
- ☐ Research and book your wedding professionals. Interview vendors: photographer, videographer, reception band or DJ, florist.
- ☐ Research and reserve accommodations for out-of-town guests.
- ☐ Register for gifts.
- ☐ Contact rental companies if you need to rent anything for ceremony/reception, such as chairs, tables, and tent.

6-8 MONTHS BEFORE

DATE: _____

- ☐ Book ceremony musicians.
- ☐ Order bridesmaid dresses.
- ☐ Start planning honeymoon.
- ☐ Send Save the Date cards. This is a particularly good idea if you're marrying during a tourist or holiday season or having a destination wedding.

4-6 MONTHS BEFORE

DATE: _____

- ☐ Attend prewedding counseling, if required.
- ☐ Shop for and order invitations and wedding rings.
- ☐ Renew or get passports, if necessary.
- ☐ Envision your wedding cake and research, interview, and book a cake designer.

3 MONTHS BEFORE

DATE: _____

- ☐ Order wedding cake.
- ☐ Attend your shower. (It may be earlier, depending on when hosts decide to have it.)
- ☐ Groom: Rent the men's formalwear.
- ☐ Hire wedding-day transport: limousines, other cars. Look into transportation sooner if you're considering renting over-the-top travel.

2 MONTHS BEFORE

DATE: _____

- ☐ Mail your invitations.
- ☐ Write your vows.
- ☐ Purchase gifts for parents, attendants, and each other.
- ☐ Book your stylist and try out big-day hairstyles.
- ☐ Book a makeup artist and go for a trial run.

1 MONTH BEFORE

DATE: _____

- ☐ Apply for a marriage license. Check with the local bureau in the town where you'll wed.
- ☐ Bride: Have final gown fitting. Bring your maid of honor along to learn how to bustle your dress. Have the dress pressed and bring it home.
- ☐ Call all bridesmaids. Make sure they have their gowns ready for the wedding.
- ☐ Make last-minute adjustments with vendors.
- ☐ Create a wedding program to hand out to guests.

2 WEEKS BEFORE

DATE: _____

- ☐ Review final RSVP list and call any guests who have not yet sent a response.
- ☐ Deliver must-have shot lists to photographer and videographer. Include who should be in formal portraits and determine when portraits will be taken.
- ☐ Deliver final song list to your DJ or bandleader. Include special song requests and songs you don't want played.
- ☐ Bride: Get your last prewedding haircut and color.
- ☐ Consider making and mailing a wedding itinerary with locations, directions, times, etc. for family and the wedding party.

1 WEEK BEFORE

DATE: _____

- ☐ Give reception site/caterer final guest head count. Include vendors, such as the photographer or band members, who may expect a meal.
- ☐ Ask how many extra plates the caterer will prepare.
- ☐ Supply location manager with a list of vendor requests such as a table for DJ or setup space needed by florist.
- ☐ Plan reception seating chart.
- ☐ Print place and table cards.
- ☐ Call all wedding vendors and confirm arrangements.
- ☐ Give ceremony and reception site managers a schedule of vendor delivery and setup times, plus contact numbers.
- ☐ Groom: Get your hair trimmed.
- ☐ Attend bachelor/ette parties.

2-3 DAYS BEFORE

DATE: _____

- ☐ Bride: If you need to, have your gown pressed or steamed.
- ☐ Groom: Go for final fitting and pick up your formalwear.
- ☐ Groom: Ask the best man to make sure all groomsmen attend fittings and pick up their outfits.
- ☐ Determine wedding-party positions during ceremony and the order of the party in the processional and recessional.
- ☐ Hand off place cards, table cards, menus, disposable cameras, favors, and any other items for setting the tables to the caterer and/or reception site manager.
- ☐ Reconfirm final details with all vendors. Discuss any necessary last-minute substitutions.
- ☐ Call the limousine or car-rental company for pickup times and locations.
- ☐ Arrange for guests without cars to be picked up from the airport or train station. Ask friends, attendants, or relatives to help.

DAY BEFORE

DATE: _____

- ☐ Provide all wedding professionals with an emergency phone number to call on the day of the wedding.
- ☐ Write checks and/or talk to wedding hosts (usually your parents, if not you) about any final balances to be paid at the end of the reception.

NIGHT BEFORE

DATE: _____

- ☐ Rehearse ceremony. Meet with wedding party, ceremony readers, immediate family, and your officiant at the ceremony site to rehearse and iron out details.
- ☐ Bring unity candle, aisle runner, or other ceremony accessories to the site.
- ☐ Give your marriage license to your officiant.
- ☐ Attend rehearsal dinner.
- ☐ Present attendants with gifts at the rehearsal dinner. You'll want to do this especially if the gifts are accessories to be worn during the wedding.

DAY OF

DATE: _____

- ☐ Present parents and each other with gifts.
- ☐ Give wedding bands to the best man and the maid of honor to hold during the ceremony.
- ☐ Introduce your reception site manager to your consultant or maid of honor for questions or problems during the reception.
- ☐ Assign a family member or attendant to be the photographer's contact so he knows who is who.

POST WEDDING

DATE: _____

- ☐ Prearrange for someone to return any rentals.
- ☐ Preplan for attendants to take the bride's gown for cleaning and return the groom's tux to the rental shop.
- ☐ Write and send thank-you notes to gift-bearing guests and vendors who were especially helpful.

Printing Checklist

Things to Think About...

- ☐ Wedding Theme _____
- ☐ Color Scheme _____
- ☐ Ink Colors _____
- ☐ Paper Stock _____
- ☐ Lettering Style _____
- ☐ Would you like to send a Save the Date card (with envelope or as a postcard)?
- ☐ What size would you like the invitations to be?
Standard sizes with envelopes include:
 - 5"x7" with A7 envelope
 - 4.25"x5.5" with A2 envelope
 - 4"x6" with A6 envelope
 - 4"x9" with #10 envelope
 Other sizes include:
 - Square invitations with square envelopes (require additional postage)
 - Custom size or shape
- ☐ Would you like a return address printed on the invitation envelopes?
- ☐ Would you like to include a Map or Accommodations card?
- ☐ Would you like to include an RSVP card (with envelope or as a postcard)?
- ☐ Programs
- ☐ Napkins
- ☐ Wedding Rehearsal Invitations
- ☐ Wedding Itinerary
- ☐ Did you need any printing for the reception?
(guestbook, place cards, labels, party favors, table tents, photos, banners, posters, canvas prints, etc.)
- ☐ Thank You cards (with envelope or as a postcard)
- ☐ Double check dates, times, locations, spellings, etc. on all printing.
- ☐ When ordering invitations...order 15 extra in case you forget someone.
It is costly to reorder 15 later.
- ☐ **PROOFING:** We will provide a proof for you to review and approve on all printing projects. You the customer are responsible for ensuring the complete accuracy of the proof. After approving the proof, you are responsible for any errors on the finished product.

Have questions? Please call, e-mail or stop in!

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Save the Dates

Information to Include

Include a photo? ☐ YES ☐ NO
(e-mail copyright free photos to pensales@dailypost.com)

Bride's Name _____

Groom's Name _____

Wedding Date _____

City, State Location of Wedding _____

Other _____

Place Your Order

Quantity _____

Size _____

Paper Stock _____

Ink Colors _____

Envelopes _____

Other _____





Invitations



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*Below is a basic guideline for your wedding invitations.
Please feel free to make it your own and veer away from the samples.
Browse through other samples at www.verseit.com to customize your invitations.*

Example 1...

Mr. and Mrs. John Johnson
request the honor of your presence
at the marriage of their daughter
Ashley Marie
to
Anthony Michael
son of Mr. and Mrs. Alvin Sinclair
Saturday, the twenty-third of August
two thousand fourteen
four o'clock in the afternoon
Mount Hope Church
1234 Hope Avenue
Watertown, South Dakota
Dinner and dancing to follow...

Example 2...

He asked, she said yes...
You are invited to share in the joy as
Ashley Marie Johnson
and
Anthony Michael Sinclair
exchange vows
Saturday, the twenty-third of August
two thousand fourteen
four o'clock in the afternoon
Mount Hope Church
1234 Hope Avenue
Watertown, South Dakota
Feast and merriment to follow...

Example 3...

Along with our families, we invite you
to celebrate in true love as
Ashley Marie
daughter of John and Mary Johnson
is joined in marriage to
Anthony Michael
son of Alvin and Debra Sinclair
Saturday, the twenty-third of August
two thousand fourteen
four o'clock in the afternoon
Mount Hope Church
1234 Hope Avenue
Watertown, South Dakota
Reception and dance to follow...

Invitations

Include a photo? ☐ YES ☐ NO (e-mail copyright free photos to pensales@dailypost.com)

Verse/Saying (optional)

Invitational Line

Request Line(s)

Bride's Name

Joining Word

Groom's Name

Groom's Parents (optional)

Date

Year

Time

Location

Street Address

City, State

Reception/Dance

Location/Address

Other

Map/Accommodations

Include a map?

☐ YES ☐ NO

Ceremony Location

Address

Reception/Dance Location

Address

Hotel Accommodations

Hotel Address

Hotel Phone

Hotel Reserve by Date

Gift Registry

Other

RSVP Example...

We look forward to celebrating with you!

The favor of your reply is requested by August 2, 2014.

M _____

_____ Accept with Pleasure _____ Number Attending

_____ Decline with Regret

RSVP

RSVP Postcard

☐ 1-sided ☐ 2-sided

OR

RSVP with Envelope

☐ YES ☐ NO

Join Us Verse (optional)

Respond by Verse

Respond by Date

(recommended 3 weeks prior to wedding)

Guest Name Line

M _____ OR Name _____

Accepts Verse

_____ # of Adults _____ # of Children (optional)

_____ Meal Selection (optional)

Declines Verse

Mail to Name

Mail to Address

Other

Things to Think About...

- ☐ When ordering invitations...order 15 extra in case you forget someone. It is costly to reorder 15 later.
- ☐ **PROOFING:** We will provide a proof for you to review and approve. You the customer are responsible for ensuring the complete accuracy of the proof. After approving the proof, you are responsible for any errors on the finished product.

Place Your Order

INVITATIONS

Quantity _____

Size _____

Paper Stock _____

Ink Colors _____

Envelopes _____

Other _____

MAP/ACCOMMODATIONS

Size _____

Paper Stock _____

Ink Colors _____

Other _____

RSVP

Size _____

Paper Stock _____

Ink Colors _____

Envelopes _____

Other _____



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Below is a basic guideline for your wedding programs. Please fill out all items that apply and cross out items that do not. We strongly suggest that you get your officiant's approval regarding the order of service before printing.

Program Cover

The Marriage Service of **OR** *The Marriage Ceremony Uniting*

Bride's Name _____

Groom's Name _____

Wedding Date _____

Location (name of church) _____

City and State _____

Special Verse _____

Other _____

Wedding Ceremony

Prelude _____ Song/Performer (optional)

Candle Lighting

Processional _____ Song/Performer (optional)

Greeting **OR** Invocation (*circle one*)

Opening Prayer

Scripture Readings _____

Message **OR** Sermon **OR** Homily (*circle one*)

Exchange of Wedding Vows

Blessing and Exchange of Rings

Lighting of the Unity Candle **OR** Unity Sand Ceremony (*circle one*)

Liturgy of the Eucharist (*Catholic*)

Nuptial Blessing

Communion (*Catholic*)

Music _____

Prayer

Lord's Prayer

Final Blessing

Presentation of the Couple

Recessional _____ Song/Performer (optional)

Postlude _____ Song/Performer (optional)

The Wedding Party

Officiating Clergy _____

Parents of Bride _____

Parents of Groom _____

Grandparents of Bride _____

Grandparents of Groom _____

Indicate relation to bride or groom if you'd like it listed in the program.

Maid **OR** Matron of Honor (*circle one*) _____

Bridesmaid(s) _____

Flower Girl(s) _____

Best Man _____

Groomsmen _____

Ring Bearer(s) _____

Usher(s) _____

Candle Lighter(s) _____

Lector(s) _____

Mass or Altar Server(s) _____

Organist _____

Pianist _____

Soloist(s) or Musician(s) _____

Personal Attendant(s) _____

Flower Attendant(s) _____

Program Attendant(s) _____

Guestbook Attendant(s) _____

Videographer _____

Photographer _____

Other _____

Host(s) and Hostess(es) _____

Punch Server(s) _____

Cake Server(s) _____

Coffee Server(s) _____

Gift Carrier(s) _____

Waitress(es) _____

Other _____

Reception / Dance _____

Thank You to parents, family and friends _____

Poem, verse or prayer _____

Couple's New Address _____

Other _____

Things to Think About...

- ☐ What size would you like the programs to be?
Standard sizes include:
 - 8.5"x11" (folded or scored)
 - 4.25"x11" (printed 1 or 2-sided)
 - 8.5"x14" (folded or scored)
 - 5.5"x8.5" (printed 1 or 2-sided)
 - Custom size or shape
- ☐ When ordering programs...typically you will only need to order for 50-65% of the total number of guests attending the wedding (ex: 100-130 programs for 200 guests).
- ☐ **PROOFING:** We will provide a proof for you to review and approve. You the customer are responsible for ensuring the complete accuracy of the proof. After approving the proof, you are responsible for any errors on the finished product.

Place Your Order

Include a photo? ☐ YES ☐ NO
(e-mail copyright free photos to pensales@dailypost.com)

Quantity _____

Size _____

Paper Stock _____

Ink Colors _____

Other _____
