

MAILING AND ASSEMBLING INVITATIONS

MAILING INVITATIONS: As a general rule of thumb, invitations should be mailed six to eight weeks before the event date. However, if the event date falls on a long weekend (Labor Day weekend, for example), they should be mailed eight weeks before the event date since people tend to make their holiday vacation plans far in advance. You might even consider sending “save-the-date” cards. Before applying stamps, one completely assembled invitation should be inspected and weighed by the post office to determine the correct amount of postage.

ASSEMBLING THE INVITATION ENSEMBLE: The diagrams below illustrate the proper assembly of an invitation ensemble. When inserting a foldover invitation into an envelope, the fold goes into the envelope first. The insertion order is as follows: Invitation, reception card and respond set. The respond card should be placed face up on top of the respond envelope which is face down, with its flap overlapping the respond card (see diagram 3). Accessories are never inserted inside a foldover invitation. Inner envelopes are inserted into outer envelopes so that when opening the outer envelope, the inner envelope immediately shows the guests’ names (see diagram 4).

