



CARLSON  
CRAFT®

## WEDDING SUITE GUIDE

Descriptions, assembly instructions and tips for  
creating your perfect wedding suite

A



B



C



## A. Invitation

Inform guests of the date, time and location for your ceremony. Mail invitations at least six weeks before the wedding.

## B. Outer Envelope

All pieces of your invitation are placed in this larger, gummed envelope. Address your guests formally.

## C. Inner Envelope

Optional smaller, ungummed envelope inserted into the outer envelope. Include children or guest's names of the main invite.

## D. Map Card

Gives guests a map and directions to your ceremony and reception venue.

## E. Accommodations Card

Tell your guests where you've reserved lodging accommodations.

## F. Reception Card

Includes reception location, address, the time guests should arrive and what they can expect - hors d'oeuvres, main course, dancing, etc.

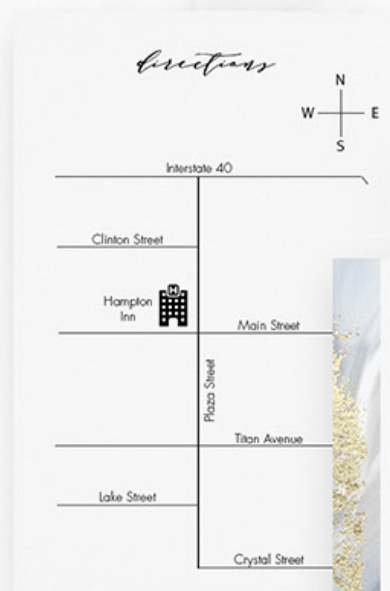
## G. Response Card and Envelope

Be sure to include a Response Card with your invitation. Your guests will accept or decline and mail it back to you.

### Don't forget

to put a stamp on the Response Card Envelope

D



F



E



G



# INVITATION SUITE EXTRAS

Add stylish details to your invitation suite for a unique look

A



*Watson*  
2642 Newton Ave  
Fort Myers, FL  
33907

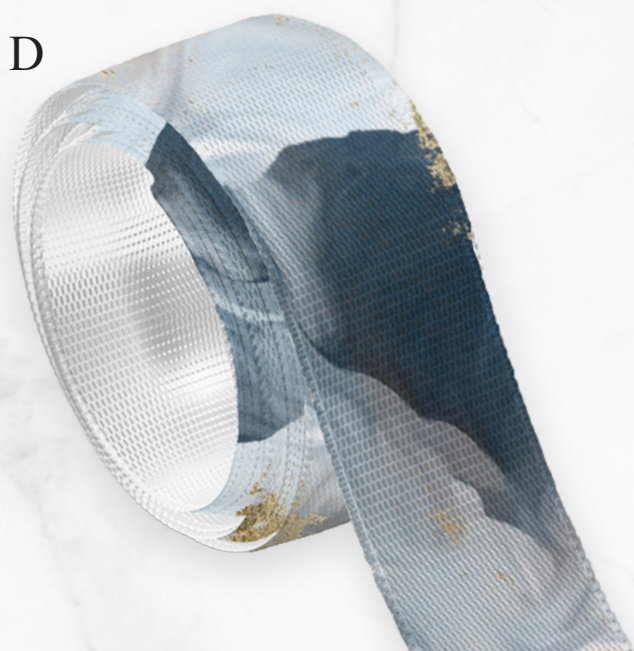
B



C



D



E



F



## **A. Envelope Liner**

Make a statement with an outer envelope liner in your choice of color or design.

## **B. Envelope Seal and Stamps**

Seal the deal by adding the finishing touch to your invitation with a personalized seal and/or a custom self-inking stamp design.

## **C. Save the Date**

Introduce your guests to your wedding and announce the date of your big day with a stylish card or magnet.

Send Save the Dates 6-12 months in advance.

## **D. Embellishments**

Dress up your invitation suite! Design your very own custom ribbon to coordinate with your invitation suite or even add a belly band!

## **E. Thank You Note**

Thank you notes will remind guests of your wedding, and they'll appreciate your words of thanks.

## **F. Favor Tag**

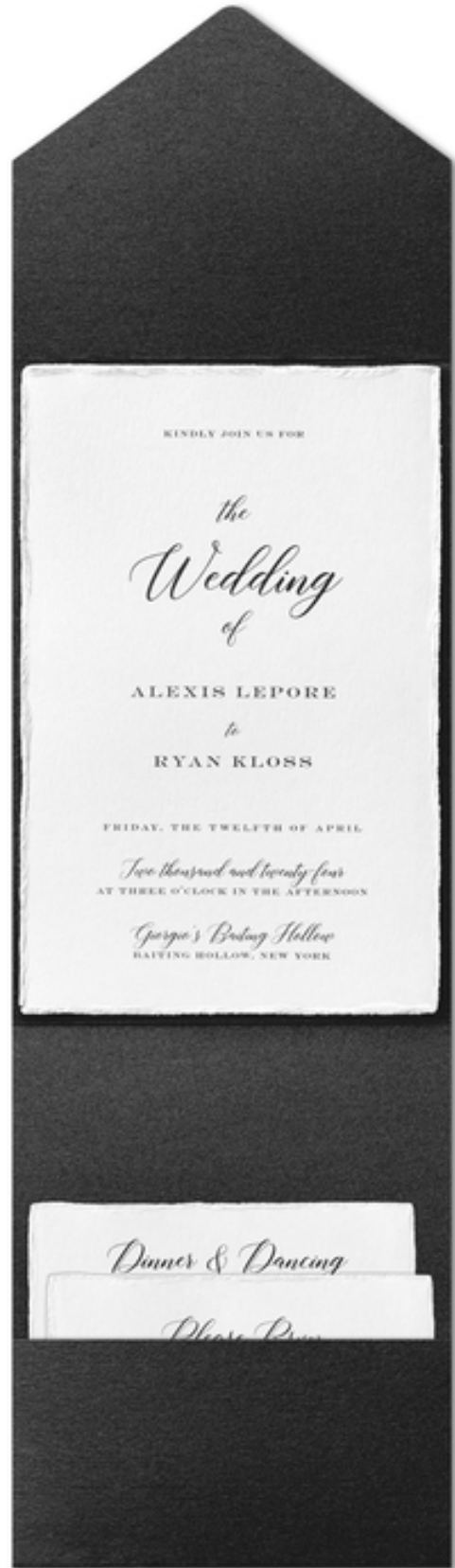
Add the finishing touch to invitations, favors and more with personalized tags available in different colors, shapes and sizes.

## **And more!**

From bridal shower and bachelorette party invitations to programs, napkins and favor boxes, we have stationery and accessories to complement your big day from start to finish.



***Need more help?***  
For assembly tips and etiquette,  
see pages 10-11.



## Pocket

- Adhere invitation and tab card (optional) to pocket using the glue dots provided
- Arrange enclosures according to size
- Place Response Card Envelope behind enclosure cards
- Place the folded pocket invitation face-up into the envelope



## Sep 'n Send™

- Perforate Sep 'n Send and arrange with Response Card and envelope in front
- Place face-up into the envelope

## Seal 'n Send™

- The Response Card is attached to the invitation, so there is no assembly or envelope required
- Fold invitation and close with the three clear seals provided



↩ Your return address is printed on the back!

## Folded

- Place enclosures inside the folds (on top of the wording)
- For accordion fold, French fold or tri-fold invitations, place enclosures inside the second fold





## Addressing 101



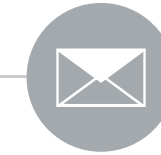
### PLAY THE NAME GAME

When addressing, use the names of all guests whenever possible. Using “and guest” just isn’t as warm and friendly.



### DO YOUR HOMEWORK

Get names, titles and addresses correct when addressing. It’s impressive and flattering! When in doubt, ask.



### ADDRESSING OPTIONS

Consider hiring a calligrapher or use our online envelope list personalization services and choose the font and color imprint to coordinate with your invitation ensemble.



### MAKE YOUR LIST, CHECK IT TWICE

Before sealing the outer envelope, make absolutely sure that the names on the inner and outer envelopes match.

## Envelope and mailing tips

- Outer envelopes should be addressed conventionally using titles and full names. All other words except “Mr.” and “Mrs.” should be written out (Street, North, Apartment, etc.).
- Inner envelopes bear the title and last names of the specific people invited. It is acceptable to write familiar names for close family members.
- Before you drop your invites in the mail, take one to the post office, fully assembled, to find out exactly how much postage you’ll need.



*With hearts full of joy*

MARIANNE DAWSON  
*and*  
NICHOLAS HESTER

INVITE YOU TO THE CELEBRATION  
OF THEIR MARRIAGE

*Saturday, the twelfth of July*

THOUSAND AND TWENTY  
O'CLOCK IN THE AF

*St. Cities Baptist Church*  
33 NORTHWEST  
DALLAS, TEXAS

*Please Return*  
ON OR BEFORE JUNE 14, 2025

*M* \_\_\_\_\_  
NUMBER ATTENDING

*Initial your choice of entree*

\_\_\_\_\_ CHICKEN  
\_\_\_\_\_ BEEF  
\_\_\_\_\_ VEGAN

*Dinner and Dance*  
IMMEDIATELY FOLLOWING  
THE CEREMONY

*Villa Luxe Event Hall*  
5318 DUNCANVILLE ROAD  
DALLAS, TEXAS



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Ready to find the perfect invitation suite?  
Visit your local retailer to shop.

Need help finding a retailer?  
Visit [carlsoncraft.com](http://carlsoncraft.com) or call 800-328-1782

