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How to Assemble and Mail Your Wedding Invitations

Your invitations and announcements will arrive flat. Single fold invitations should be folded with the printing on the outside. Those with a cover design should be folded with the design on the outside, and the imprinted area on the inside. If the invitation is folded a second time, all insertions are placed inside the second fold with the printed copy facing the flap of the envelope.

Assemble Your Invitations in the Following Manner

1. Start with the invitation face up and place the tissue, if included, over the imprint area.
2. Enclosure cards are then placed face up on top of the tissue with the reception card closest to the invitation.
3. Remember to place a postage stamp on the response envelope.
4. Place the invitation and accompanying cards inside the inner envelope. Make sure the printed side faces you, leading into the envelope with the folded edge first.
5. Finally, the inner envelope, with all of the contents is inserted into the outer envelope. The guest's name should face the back of the outer envelope, so that it is seen immediately when removed from the outer envelope.

NOTE: If you choose to send "At-Home Cards" to announce your new married name and/or address, they should not be sent with the invitation.

Mailing Wedding Invitations

It is advisable to have an invitation weighed at the Post Office before buying your stamps. Occasionally, invitations with lined envelopes and several enclosure cards require extra postage. Additionally, due to their shape, square invitations also require extra postage. The use of a decorative postage stamp is always a nice added touch. Your invitations should be mailed six to eight weeks before the wedding. Announcements and at-home cards are always mailed after the wedding has taken place.

