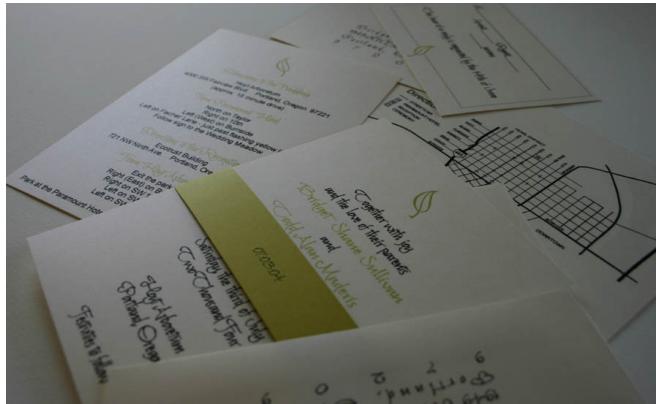




THE WEDDING DOSSIER – Pushing The Invitation Envelope

According to Webster's Dictionary a *dossier* is a 'bundle of documents' and we find it to be the newest approach to presenting wedding invitations and accompaniments. Encased in a jacket or bound together, these little parcels keep all the important information together.

With today's weddings, guests are being invited to attend festivities across the state, country and even over seas. Guests require a lot more information and the logistics that follow this type of event include the traditional invitation and reply



card (r.s.v.p.) plus a whole new set of detailed accompaniments: travel arrangements, group flight information, directions, accommodations, special activities, rehearsal dinner information, and links to wedding web sites. Take all this information, bundle it in a beautiful presentation and call it an itinerary, a travel package, or a *dossier*.

The *dossier* serves many practical solutions for both the couple and the guests; keeps guests organized, allows the couple to organize their plans, takes the work out of travel

planning for the guest, and a unique packaged presentation allows the couple to express their personality.

Tips to Keep Guests Organized:

Invitation Wording – the key elements such as bride and groom, date and time, location should be as clear as possible. Do not include addresses on the invitation. A reply line should only be added if a stamped r.s.v.p card is not included with the invitation.

Whether or not you include enclosures depends on a number of factors, such as the following.

Reception Card – When the reception is held at a different location, include a line at the bottom of the invitation and include a separate reception card with directions. If a reception does not immediately follow the ceremony, be sure to include the time. If only some of the guests are invited to the reception, or ceremony, use reception cards. If none of the above apply and the ceremony and reception are at the same location, there is no need for reception card.

Repondez s'il vous plait (RSVP Card) – Although, fairly new, the r.s.v.p (French for 'please respond') card is becoming a customary enclosure. Enclosed as a small card requesting attendance information - it is customary to ask for guest name, total guests attending, and choice of entrée if the reception will be a seated dinner. There is also an option for a guest to decline the invitation. The reply card can either be with a more formal envelope, stamped with 37¢ postage or a more modern postcard, stamped with 23¢. Both must however, always be pre-stamped and self-addressed. Perforated

r.s.v.p cards are also becoming a popular choice when invitations are bound. Perforated cards can be removed from kept information and becomes another easy way to keep guests organized.



Direction card – A direction card and custom map can be created and printed to match the style of your invitations. Include ceremony location, reception location and approximate driving time or distance. For the map you may also want to include location of recommended accommodations and parking locations.

Accommodation card – An accommodation card can be included to inform guests of suggested lodging. If possible call the hotel and reserve a block of rooms under the name of the bride and groom. Usually these rooms are offered to guests at a discount. Make sure to list a few choices with a variety of price ranges.

Travel Information card – Include travel information if the trip will be fairly complicated and modes of transport are fairly limited. (Or if travel requires any combination of more than one type of transport). For groups, airfare discounts may be available and guests may want to reserve tickets under the bride and grooms names.



At home card – announces the couples new address and the date they will return from their honeymoon. This is a great way to update guests with your new address.

With today's shift towards on-line information, many couples are using wedding websites to post information. While this is useful for many reasons, a computer doesn't fit into a purse or a suit pocket as well as a paper invitation. Therefore a paper *dossier* still carries practical value in addition to tradition and elegance.

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