



I Do! Invitations Welcome Guide

TOGETHER

- with our entire team -

we invite you to join our

I Do! Family

*Thank you for trusting us
with the first impression
of your wedding!*

*We will consult with you
every step of the way, all guided
by proper wedding etiquette.*

*We will make the process
stress-free and fun!*

*This Welcome Guide will provide you
all the information you need from when you
say yes to I Do!*

Your Reception to follow

We can't wait to start working with you!

xoxo, Valerie and the I Do! Team

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What to Expect

WHAT HAPPENS NOW?

We've got you! We will work with you to create the first impression of your wedding. If at any time you have any questions, please ask! We are here to help you during all the phases of creating your invitations.



1 CHOOSING I DO!

Once you know you are going to move forward with I Do! and before we work on the wording and design, we will ask for a 50% deposit. The final payment is due when you pick up your invitations.

2 BEFORE ORDERING

We will draft the wording, fonts and design on each part of your invitation suite for your review. We will go back and forth via email during this phase. The length of this process can vary. If you know what wording you want, please send it to us.

3 PLACING ORDER

Once we order, within about 3 days, we will get digital proofs. During this stage we can still tweak your order.

You will get 3 digital proofs included in the price, after that there is a \$10 charge per round of proofs. Paper proofs are additional.

4 FINAL APPROVAL

When the last digital proof is emailed to you, your final approval is required before the order is submitted to be printed. After the final proof is approved, we cannot make any changes and I Do! will not be responsible for any errors.

Communication

APPOINTMENT HOURS

Tuesday - Friday | 8am - 6pm (in person or Zoom)

Saturdays | 8am - 5pm (in person only)

Sundays | 8am - 1pm (in person only)

Based on availability.



You can schedule your own appointment at by going to <https://idoinvitations.net/appointments>. If a time you need is not available, please email valerie@idoinvites.net and we will try to schedule a time that is convenient to you.

RESPONSE TIME

I value transparency with my clients so I want to provide you just that. Below you will find my communication policies and a general guide of my hours. If you send me an email, you can expect to hear back from me within 48 business hours, which means if you email me on a Friday you can expect to hear from me by close of business on Monday. I often reply much faster than that, but please keep that in mind if you don't hear from me right away I might be meeting with clients, visiting venues, or enjoying the life that I have worked hard to build. But know you are important to me and I will respond as soon as I can!

Please note that our days are constantly changing with appointments and weddings.

If you call and reach our voicemail, please follow up with an email so we can store all questions in your file.



PREFERRED CONTACT METHOD

Email is the best way to reach us and receive a quick response. Although we love you and consider you part of the family, we do ask you avoid texting questions or important wedding information. As much as technology has enhanced over the years, we have not found an effective way of filing text messages. We want to make sure we answer all your questions in a timely manner.

Planning timeline

Timeline for your wedding stationery*



10-15 months before your wedding
Schedule a complimentary consultation and
Order your Save the Dates



At least 8 months before your wedding
Schedule your complimentary consultation



At least 7 months before your wedding
Continue drafting your Wedding Invitation Suite



At least 6 months before your wedding
Order your Wedding Invitations



At least 3 months before your wedding
Assemble your Wedding Invitations



8-14 weeks before the wedding
Mail your Wedding Invitations



8 weeks before the wedding
Work on your Ceremony Programs, Menus,
Escort Cards and all of your "Day of" items



**All dates vary based on your individual wedding.*



Got Questions...

1

When is my Final Payment Due?

Final payment is due when you pick up your invitations. Cash, checks, Venmo, PayPal, and credit cards are accepted. Checks get made payable to I Do! Invitations and Announcements. Venmo @ idoinvites, and PayPal @ nsgac@comcast.net. (If the final payment is not made a late fee will be added to your invoice.)



2

Can I order if I am not close to your studio?

YES! If you are not local then we just request payment in full be due before we place the order and then the order will be shipped directly to you.

3

Will you show me how to assemble an invitation?

Invitations arrive unassembled. You can add assembly to a service of I Do! and we will add that to your invoice. If it is not on your invoice you will need to assemble your invitations yourself which we will show you how to do when you pick up your invitations. And we have YouTube videos for you to watch too.



4

Is postage included with my order?

Postage is not included because your invitation will need to be weighed at the United States Post Office. You will need to get postage at the USPS based on weight, size and thickness of your invitation suite.

More Questions...

5

Do you offer any awards or incentives?

YES!

~If you refer anyone to us you will receive either a \$20 I Do! or Amazon gift card.

~If you write a review, you will receive either a \$20 I Do! or Amazon gift card.

~If you send us a picture of your invitation that your photographer takes you will receive either a \$20 I Do! or Amazon gift card.



Click on QR Code
for the links to
the review sites.

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How do I get free personalized napkins* with my order?

There are 3 ways you can get free napkins with your order:

- 1. Sign up for an appointment at a Bridal Show in our booth.*
- 2. Enter our Annual Proposal Contest (February 14–March 14).*
- 3. Your wedding is at one of the dozens of venues that we are the preferred vendor.*

**You will receive the same amount of napkins as invitations you order.*



7

How long does it take for my invitations to arrive?

Typically after the digital proofs are approved it takes about three to four weeks for your invitations to arrive at our studio. Once we know they have shipped we will let you know so we can schedule a time for you to pick them up. Rush production and shipping is available for an additional fee.

More Questions...

8

What other services and products do you provide?

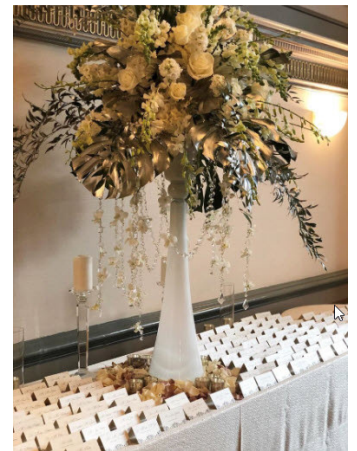
SERVICES

- ~Day of Coordinating (We can provide the description of our duties.)
- ~Officiate marriages (We have 4 officiants on our team.)
- ~Calligraphy
- ~Assembly of Invitations
- ~Artwork
- ~Rental Items (We can provide you of a list.)



PRODUCTS for DAY of your Wedding*

- ~Place Cards and Escort Cards
- ~Seating Chart (24 x 36)
- ~Personalized Napkins and Coasters
- ~Table Numbers
- ~Menu Cards
- ~Cake Bags and Cupcake Boxes
- ~Toasting Flutes and Serving Sets
- ~Favors, Favor Boxes, Favor Tags
- ~Ceremony Programs
- ~Reserved Seat signs and tissues for those rows
- ~Signage - Signature Cocktails, Welcome, Cards, etc.
- ~Unity Candles and Sand Ceremony Sets
- ~Welcome Bags (4 package options)



**All Day of items need to be identified at least 60 days before your wedding.*



More Questions...

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How many invitations should I order?

If you underestimate how many invitations you truly need it will cost more. Try to get an accurate account of the quantity of invitations you need before your order to avoid ordering more later. You need to account for guests who have moved, changed status or if you add someone new to your guest lists. Do not forget to keep a few extra for you, your photographer, shadow boxes, a scrapbook, etc.

10

Do you have a small business?

If you have a small business, please let us know. We will put you on our website and we will rotate each business weekly on our social media. (idoinvitations.net/couples'-businesses)



11

Do you do calligraphy?

We have AB Calligraphy as our calligrapher. We have sample fonts and you can request a font and color ink. We require that you order extra envelopes for Andrea and calligraphy will require extra time.



More Questions...

12

Do you work with couples of all types?

Yes! Everyone!

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What days are you closed?

Besides national holidays we are closed January 27, February 14, March 31, August 21, October 26, November 19 and December 12.

When we are on vacation we will let you know ahead of time.

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Order dates?

If we have not started on your invitations:

5 months before your wedding there is a \$100 rush fee

4 months before your wedding there is a \$150 rush fee

3 months before your wedding there is a \$200 rush fee

Words of Wisdom

FROM PAST CLIENTS



"I liked knowing that you could accommodate any budget; big or small everyone gets the same amazing service.

~Tim and Cara Decker, October 1, 2022, The Desmond

"We loved how welcoming and personal you were. You were so prepared for our visit and already had ideas in mind. The way we stayed in contact was perfect and we liked seeing all the samples you had and how everything was set up in your studio."

~CJ & Jessica, September 3, 2022, Normandy Farm



"You triple checked to make sure that we liked everything. You were so personable and made us feel so comfortable, which is why we reach out to you for birth announcements and all our other stationery needs."

~Jeff & Tracey, May 10, 2019, Crystal Tea Room

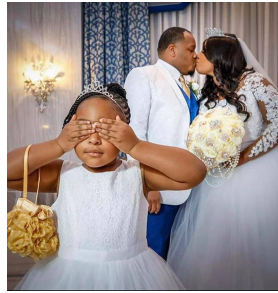


Our Statements

SOCIAL STATEMENT

The I Do! Family stands in solidarity with the Black community to condemn police brutality, racial injustice and inequality in our country. We have no room at I Do! for racism or discrimination and will help everyone, no matter the race, background, identity, creed or color of skin. We see you, we hear you, and we are with you. Our first steps of diversity, inclusivity and equality has been a donation to the NAACP, and we have continued to educate ourselves on the issues.

We promise to keep learning.



MISSION STATEMENT

I Do! Invitations is dedicated to creating the best representation of you! We will do that with excellent customer service for our clients by providing attention to all of your requests, knowing that the first impression of an event begins with the invitation. And then we will deliver a quality product that will reflect your personality and tell your story.



Meet the team



VALERIE OSIECKI

Wedding Invitation Expert / Owner



JULIA COSTELLO

Social Media & Communications



LAUREN CATTIE

Day of Coordinator & Officiant



ALEX JOHNSON

Artist



PHIL DAGUE

Officiant & Mayor of Downingtown



ANDREA BARRAR

Calligrapher



KELLY SIMKOVICH

Day of Coordinator

Meet the team



GINI KRISCIUNAS

Coorespondence



DONNA SUTHERLAND

Wedding Show Expert



DONNA LOWRY

Officiant



JOYCE PAREGIAN

All around helper and Valerie's Mom!



MATTHEW CATTIE

Wedding Show set up man



MARK OSIECKI

Valerie's awesome husband



MOUSHEGH PAREGIAN

Valerie's Dad, who started this business in 1951.