

What to Consider

Please read through this section as it provides important guidance to assist us in creating your unique personal hand-crafted stationery.

☞ Preparation for your Consultation

Please have a think about the following things prior to your initial consultation.

- **Type of event** – will your event be informal, semi-formal, formal, etc
- **Size of event** – How large do you anticipate your event will be? Intimate (up to 25 guests): Medium (26 to 80 guests): Large (more than 80 guests)
- **The time of day** your event will be held
- **Dress code** for your event – eg, casual, After 5, Black tie, Glamorous, etc. You may need to consider the type of venue for your wedding ceremony and reception as well.
- **Menu/refreshments** - What type of refreshments or meal will you be serving? Eg, finger food and/or cocktails, Buffet, a La Carte, etc.
- **Colours** you would like to incorporate - or really **don't** want. It may be helpful to collect colour swatches that showcase what you would like incorporated into your stationery set. For example – a swatch of the fabric that your bridesmaids dresses will be made from.
- **Theme** – will your event be having a theme? eg – beach, shabby chic, country, Provencale....

For the **totally unique stationery** set - Diva by Design can also custom design one-of-a-kind paper for your special event. Ask your Designer for more information.

- **Embellishments/Decorations** – this will sometimes be determined by your theme. Otherwise, give consideration to what you would like included on your invitations and other stationery and accessories. Eg, feathers, flowers, crystals, ribbon, etc

As with colour swatches, collecting texture samples that showcase what you would like incorporated into your stationery set may be helpful (eg, earthy – shells, sand, birds nests, diamonds, pearls, satin, willow, glass, etc)

- **Stationery & Accessory inclusions** – If you can imagine it – **we can create it for you** so don't let our sample of stationery and accessories in the galleries limit you...

- **Accessories Diva by Design can coordinate for your event:**

- Save the Date notifications
- Invitations and matching envelopes
- Invitation with matching envelopes and:
 - RSVP cards
 - Wishing Well/Bird Cage/Gift Registry
 - Map (for those that live out of town)
- Place cards
- Bonbonniere
- Order of Service (Ceremony and/or Reception)
- Table numbers
- Seating Arrangements (we have easels and frames for hire or purchase)
- Bridal Party Gift boxes
- Disposable Camera Covers – designed to match your event stationery
- Table centre decorations – eg decorated bird cages that include candles and table numbers. (Diva by Design has several table centre pieces and accessories for loan – please ask your Designer for more details)
- Decorated Candles/T-Lights
- Bucks/Hens party invitations
- Cake boxes
- Guest books
- The list is endless and totally up to you...

- Diva by Design can custom design place cards and seating arrangement signage to compliment your event theme. You do need to keep in mind that some venues do provide generic seating arrangement signage and table numbers. This is a wonderful service and may save you money. However, if you would prefer us to liaise with your venue/event planner to have these coordinated with your event stationery/accessory package please make sure you speak with your Designer. If utilising this option then YOUR Designer will require your seating plan at least 4 weeks prior to your event (this date will be negotiated between you, your venue and your Diva Designer).

☞ **YOUR Consultation**

This is a very important step in the design process. During this session you will discuss with your Designer all aspects of your event in order for us to determine your vision for this important occasion, as per the list above.

If you have any samples, pictures, swatches or anything else that showcases the inspiration for your stationery please make sure you have this available for your Designer as this is vital in determining the finished product for your event.

☞ **Timing**

Start organising your stationery and accessories at least 6 months before the function date. This gives your Design Consultant time to prepare samples and source the components to make your special event stationery one-of-a-kind.

Your invitations need to be received by guests about 6-8 weeks before the event, however, if you have guests that need to travel great distances (from interstate or overseas) you will need to extend this out as they should be notified as early as possible. This will allow them time to save and book accommodation and make travel arrangements.

For major events, such as weddings, your selected venue and caterer will rely on knowing at least 2-4 weeks in advance how many guests will be attending so it is a good idea to set your RSVP date a month before the event. Other smaller events may be able to reduce this time but it pays to check with your venue and caterer first.

Don't stress too much about working out timings, your Designer will assist you in setting a realistic timeframe for the production and delivery of your stationery.

☞ **Order Quantities**

Always order extras as ordering additional invitations after your order is completed can be expensive.

☞ **Proof Reading**

When proof reading CHECK EVERYTHING including venue name, dates, names and addresses, spelling and grammar. It is always a good idea to pass on your proof reading to a third party for a fresh look at things prior to giving final approval to your Designer.

☞ **Envelopes & Postage**

To ensure consistency of your theme it is recommended that Diva by Design prepare your envelopes or other postage medium for you.

Fragile invitations may need specialised packaging and care. It is quite possible that these items will incur an increase in postal charges. This will be discussed with you by your Designer if it is required and a costing can be sourced for you. Postage costs should be factored into your event budget.

Your Designer can also advise you of any specialised care required when mailing and/or handling any items.

We take great care in packaging to ensure that your stationery reaches you in perfect condition. We cannot be held liable for damage caused by third parties. If you wish to use Express Post or a Courier please contact us directly.

☞ **Stationery Sizes**

The size of your invitations and other stationery is a personal thing, however you may wish to keep in mind the Post Office Preferred size of 240mm(w) x 130mm(h) x 5mm(d) for any item that is to be posted in order to reduce costs.

Post Office preferred sized items incur the standard postal charge of 55 cents. All items outside of this size will be subject to the terms and conditions of Australia Post and a. Prices are sizes quoted here are as a guide only. All postal charges are outside the control of Diva by Design. It is the client's responsibility to confirm postal charges with Australia Post or other preferred methods of delivery.

