

CONGRATULATIONS! And thank you for contacting the Dickinson College Print Center for your wedding needs. Let's get started—

WHAT IS A “WEDDING SUITE”?

A “wedding suite” is a fancy way of referring to the bundle of items that get mailed to potential wedding guests—the invitation, response card, any informational cards, etc. Typically, these items coordinate and compliment your overall wedding “look”.

PREPARING FOR A CONSULTATION:

Do some research! Find examples online or in magazines of wedding suites that inspire you. Look beyond Pinterest (although Pinterest does rock), as there are many stationary websites that carry hundreds of examples of suites. While this is not necessary, it does help us hit the ground running. *But please do remember, we cannot plagiarize other's work, but we can get inspired to do pieces that are similar.*

Already have your colors chosen? Bring those fabric swatches if you are concerned about color matching. *We'll do our best, but remember, matching the printed piece to what you see on-screen to the fabric swatch in your hand is not 100% guaranteed.*

ASK TO SEE OUR DIGITAL PORTFOLIO!

AFTER YOUR CONSULTATION:

If you decide to move forward with your printed pieces with us the next step is to put together all the textual information that is needed for all pieces of the wedding suite (*Word documents are preferred*). **We cannot start without your text!**

ARE WE DOING THE ADDRESSING?:

If the Print Center is printing your envelopes, please compile all address information following the Excel template below. If your file does not follow this template our addressing software may not be able to read your file. **NOTE:** Addresses will be printed exactly as you send them, so please double and triple check your address file before passing it along to us.

P.S. Don't forget to mention your return address!

| SALUTATION (OPTIONAL) | FIRSTNAME | LASTNAME | ADDRESS1 | ADDRESS2 | CITY | STATE | ZIP |
|-----------------------|-----------|------------|--------------|----------|------|-------|-------|
| Mr. and Mrs. | John | Smith | 123 Main St. | | Town | PA | 17111 |
| Ms. | Samantha | Brown | 321 Main St. | Apt. 1 | Town | PA | 17111 |
| Janet | Long | and Family | 111 Main St. | | Town | PA | 17111 |

NEED A SPECIAL SOMETHING WE DON'T HAVE IN STOCK?:

If any papers or envelopes you were hoping to use are things we don't carry, don't fret, there are many options online! Please order what we decide you need ASAP to avoid unforeseen shipping issues that may affect your deadline. **Be sure to consult with us before placing your order to be sure you are purchasing the correct sizes and/or amounts.**

NOTE: THE PRINT CENTER DESIGN AND SET-UP FEE IS \$50/HOUR. CONSULTATIONS ARE COMPLIMENTARY.