

## Passport Wedding Invitation Form

Congratulations on your destination wedding! We are so thrilled to be a small part of helping you have the wedding of your dreams. Now that you have paid the \$50 design fee and deposit, we will be able to get started on creating your wedding passport invitations. In order to start the design process, please complete the information below:

### Basic Invitation Details

**Passport Style:** Passports with Luggage Tag RSVP  
 Passports with Boarding Pass RSVP (perforated for a standard RSVP with envelope)  
 Passports with Boarding Pass RSVP (perforated for a postcard RSVP)

**Design Colors:** \_\_\_\_\_  
*(Typically your wedding colors; please try to choose at least 2 colors. The design and font must be printed in a matte color, **not** shimmer. Feel free to send example swatch colors for a better reference)*

**Envelope Color:** \_\_\_\_\_ **Quantity of Invitation Sets:** \_\_\_\_\_  
*(Choose from the color swatch on the last page)*

**Number of Pages:** \_\_\_\_\_  
*(2-page, 4-page, 8-page, or 12-page)*

**Content Priority:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(Please tell us what information is a priority to you and is most important for us to include in your wedding passports)*

**2-Page = Cover Only**  
**4-Page = Cover + 4 Inside Pages**  
**8-Page = Cover + 8 Inside Pages**  
**12-Page = Cover + 12 Inside Pages**

**Please Note:** The 2-Page passports do not include inside pages. This is just for the cover. If you want inside pages, please make sure the number of pages you want is divisible by 4 to avoid having blank pages left.

**Page Contents:** *(please check the pages desired)*

- Official Invitation Page
- Resort Information
- Accommodations
- Travel and Booking Information
- Itinerary
- Dining
- Activities
- Golf

- Local Attractions
- Travel Tips
- Contact Information
- Note From Bride and Groom
- Wedding Registry
- Custom Pages: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Passport Cover Color:** \_\_\_\_\_  
*(Shimmer White Gold (recommended), Shimmer Champagne, or Shimmer Silver)*

**Preferred Country Seal on Passport Cover:** \_\_\_\_\_  
*(Usually United States or the country of your destination)*

**Deadline:** \_\_\_\_\_  
*(When the invitations need to be sent out to the guests)*

**Contents and Wedding Information**

**Bride's Full Name:** \_\_\_\_\_

**Groom's Full Name:** \_\_\_\_\_

**Bride's E-mail:** \_\_\_\_\_ **Bride's Phone:** \_\_\_\_\_

**Groom's E-mail:** \_\_\_\_\_ **Groom's Phone:** \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_ **Wedding Time:** \_\_\_\_\_

**Wedding Destination:** \_\_\_\_\_

**Hotel / Resort:** \_\_\_\_\_  
*(Please include hotel name, address, and phone number)*

**Hotel / Resort Website:** \_\_\_\_\_

**Couple's Wedding Website:** \_\_\_\_\_

**Bride and Groom's Arrival and Departure Dates:** \_\_\_\_\_

**Travel Agent Name:** \_\_\_\_\_

**Travel Agent Contact Information:** \_\_\_\_\_

**Group Discount Code:** \_\_\_\_\_

**Itinerary of Events:** \_\_\_\_\_  
*(i.e. Welcome Party, Rehearsal Dinner, Wedding Ceremony, Cocktail Hour, and Reception, Farewell Brunch, etc. Please include the days, times, and locations of these events)*

**Wedding Ceremony Dress Code:** \_\_\_\_\_  
*(i.e. Beach Formal, Cocktail Attire, etc.)*

**RSVP Deadline Date:** \_\_\_\_\_  
*(When everyone needs to RSVP by; typically about 60 days from the wedding)*

**RSVP Name and Address:** \_\_\_\_\_

**Any Custom Information:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Note:** Many of the pictures and information used to describe the resort or venue will come from the internet and the hotel/resort's website. If you have any particular pictures or information you would like used, please upload them to the upload page on [www.seconddcitystationery.com](http://www.seconddcitystationery.com) or send them via email to [seconddcitystationery@gmail.com](mailto:seconddcitystationery@gmail.com).

Once you have completed this form, please upload it to the upload page on [www.seconddcitystationery.com](http://www.seconddcitystationery.com) or send it via email to [seconddcitystationery@gmail.com](mailto:seconddcitystationery@gmail.com) along with the following:

- This completed form
- Photo of the Bride and Groom
- Map of Country (if you don't have one, a map will be chosen from Google or created for you by our staff)
- Any other information and photos you would like used

**Just a reminder, the passport invitation sets currently include:**

- Passport Invitation (2-page, 4-page, 8-page, or 12-page)
- RSVP Card (Luggage Tag or Boarding Pass)
- Mailing Envelope
- RSVP Envelope (unless boarding pass postcard design requested)
- Shipping (if shipped within the domestic United States, shipping is included; if shipping international is required, please allow for approximately \$50 in shipping fees)

**Price Breakdown:**

- 2-Page Passport Sets = \$4.00 Each
- 4-Page Passport Sets = \$5.25 Each
- 8-Page Passport Sets = \$6.50 Each
- 12-Page Passport Sets = \$7.75 Each

**Upgrades**

- **Belly Band and Personalized Name Motif** - \$0.50 each.....Quantity: \_\_\_\_\_
- **Rounded Corners on the Passports** - \$15 (for entire quantity).....Requested: \_\_\_\_\_
- **Guest Addressed Printed Envelopes** - \$0.25 each .....Quantity: \_\_\_\_\_
- **RSVP Addressed Printed Envelopes** – \$0.15 each .....Quantity: \_\_\_\_\_
- **Wrap Around Guest Addressed Labels** – \$0.35 each .....Quantity: \_\_\_\_\_
- **Wrap Around RSVP Addressed Labels** – \$0.25 each .....Quantity: \_\_\_\_\_

**Please Note:** If you are ordering guest addressed printed envelopes or labels, we will need you to send us your guest list with names and complete addresses. We have an excel spreadsheet template that you will need to put the information into.

# envelope color chart

RED	FIG	FUSCHIA	BLOSSOM	CORAL	PEACH	PAPAYA
PERSIMMON	POPPY	CURRY	SUNSHINE	CHARTREUSE	CLOVER	MOSS
SAGE	MINT	BLUEBELL	LAKE	POOL	TURQUOISE	PEACOCK
ROYAL	NIGHT	AUBERGINE	BEET	PLUM	CEMENT	GRAVEL
SLATE	BLACK	CHOCOLATE	PAPER BAG	BLUSH	IVORY	CREAM
WHITE	PURE WHITE	OPAL SHIMMER	QUARTZ SHIMMER	SILVER SHIMMER	GOLD SHIMMER	ANTIQUE GOLD SHIMMER

**Please Note:** **Turquoise** and **Peach** envelopes are custom order, and if you are ordering Passports with a Boarding Pass RSVP, they are not open-ended like the other colors. They are Euro-Flap and open from the back like a standard envelope. Passports with a Luggage Tag RSVP are A2 size and all colors are Euro-Flap. If you need an envelope color not listed on the chart above, we **may** be able to special order. Please contact the shop about envelopes as soon as possible so that we can allow for enough time to order your colors, if necessary. *(Additional charges may apply)*



**Open-Ended Envelopes**



**Euro-Flap Envelopes**

## (Example of Guest Addressed Printed Envelopes)



## (Example of RSVP Addressed Printed Envelopes)



**Printed Guest Addressed Envelopes - 25 cents each**  
**Printed RSVP Addressed Envelopes - 15 cents each**

\*Not currently included in passport sets. Available by request when completing your order.

**Please Note:** Address printing is only available on lighter colored envelopes. We cannot print in white ink or shimmer ink so it's not possible for us to print directly onto dark colored envelopes. The envelope colors we cannot print on are: Aubergine, Black, Chocolate, Fig, Night, and Slate. The font colors won't show up. Our Wrap-Around Address Labels (on the next page) are a great solution to using these dark envelopes though!

If your heart is set on one of our dark colored envelopes, another option is for us to print Wrap-Around Address Labels for you instead.

**(Example of Wrap Around Guest Labels)**



**(Example of Wrap Around RSVP Labels)**



**Wrap-Around Guest Address Labels - 35 cents each**  
**Wrap-Around RSVP Address Labels - 25 cents each**

\*Not currently included in passport sets. Available by request when completing your order.