

guest information suggestions

TOGETHER WITH THEIR FAMILIES

Kate Wallace
&

Andy Warren

REQUEST THE PLEASURE OF THE COMPANY OF

Jane & Lee

TO SHARE WITH THEM IN CELEBRATING THEIR MARRIAGE AT
SWEETHEART CASTLE

sweetheart
STATIONERY

2015

guest information wording suggestions

Accommodation Wording Examples

Many guests will want to stay overnight after the evening reception, and possibly also the night before the wedding, so a list of local hotels and guesthouses is very helpful. You may like to include hotel names and addresses, along with contact details and rates for single and double rooms. Hotels will often block reserve rooms, as long as they are confirmed by a certain date. This usually allows you to negotiate a more favourable rate, especially during off-peak seasons. If you do arrange a deal with any hotels, remind guests to inform the hotel that they are part of your wedding party when they book.

For your comfort and convenience, a limited number of rooms have been reserved at The Sweet Heart Hotel in Kent at a special rate.
Rooms are available on a first come, first served basis.

Please find contact information below and quote the following code when making your booking: SWEET
The Sweet Heart Hotel, Kent
Contact: Reservations
Tel: 07793 280425
Email: lisa@sweetheartstationery.co.uk
Web: www.sweetheartstationery.co.uk

If you have arranged accommodation for guests at a preferential rate you can add details of the hotels, websites & phone numbers, and the code for them to quote when booking.

Near the church

Hotel Heart
33 Sweetheart St,
Kent
Tel: 01234 567 890
Hotel Heart 2
33 Sweetheart St,
Kent
Tel: 01234 567 890
Hotel Heart 3
33 Sweetheart St,
Kent
Tel: 01234 567 890

Near the reception

Hotel Heart 4
33 Sweetheart St,
Kent
Tel: 09876 543 210
Hotel Heart 5
33 Sweetheart St,
Kent
Tel: 09876 543 210
Hotel Heart 6
33 Sweetheart St,
Kent
Tel: 09876 543 210

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Transport Wording Examples

Send guests travel information well in advance, especially if they have to book rail or air tickets. Suggestions of the nearest airport or cheapest way to obtain tickets are very welcome. Remember that out of town guests may not have a car available to them, so include numbers of local taxi firms. It is a nice thought to arrange for a coach or minibus to collect them from their hotel and take them to the ceremony venue, and then on to the reception. Be sure to include information on parking for guests who will be driving. You could also detail the charges of local car parks. If parking near the reception or ceremony venue is difficult or very limited, you should let guests know. You might consider providing transport such as a coach or minibuses to transport all your guests from one venue to another.

For your convenience, we have arranged transportation for an initial pick up from Sweetheart St, which will then transport guests to Sweet St Church at approx 1.15pm in good time for the 2pm Wedding Ceremony.

After the Ceremony and photo opportunities, the transport will take guests from Sweet St Church to Heart Castle.

There will also be return journeys in the evening (timings to be confirmed). Please indicate if you require transportation on the enclosed RSVP card. There is also a private car park at the reception venue if you wish to drive.

Transportation will be provided to and from the wedding ceremony and reception. Shuttles will depart from the hotel lobby 45 minutes prior to each event and return every half-hour beginning at 9 pm.

We have arranged a return coach from Heart station that will depart at 11.30am and will return at the end of the evening. Please select the travel option on the R.S.V.P if you require coach travel.

Heart Station
Heart, Kent, SW3 3TS

There are parking facilities at the venue for those that would prefer to drive.

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Children Attending Wording Examples

If children are invited, make this clear by including their names on their parents' invitation. Parents might assume that the invitation is for them alone if their children's names are not specified. If you are inviting children, let parents know if you have made special childcare arrangements: 'We have arranged child-minding facilities for the duration of the service and/or reception'.

If you have decided to not invite children you may wish to indicate this on your Guest Information insert. Here are some wording suggestions you may like to include.

To ensure you enjoy our special day, please leave the little ones home to play, so you can have fun dancing the night away!

Due to limited numbers, we are sadly unable to extend this invitation to children who are not named. We hope that you will see this as an opportunity to enjoy an adult day, let your hair down and that you are still able to join us on our special day!

To give all our guests the opportunity to let their hair down and have a good time without having to worry about little eyes and ears we politely request no children.

As much as we would like to invite all the children of our friends, it is only possible to accommodate the children of close family