

invitation

PROOFING CHECKLIST

Read through your invitation and stationery proofs one time for each of the following, and only look at that item. (*Skipping back and forth means you're more likely to miss something.*)

NAMES

- All names are spelled correctly
- Are all names listed in the same format

DATE/TIME

- Day of the week is correct
- Month and Date are correct
- Year is correct
- Time is correct - including AM or PM indications

LOCATION

- The ceremony address is correct - street, city, state, and zip
- Uniform address details, keep same format throughout
Example: Street -vs- St. or Iowa -vs- IA
- If your venue has several spaces did you indicate which location?
Example: Grand Ballroom or Blue Moon Room

GENERAL

- All spelling is correct (*Reading right to left can help slow you down*)
- All punctuation is correct