

How to Proof Your Invitations

In order to avoid confusion that results from misinformation on your invitations, it is critical that you proofread your invitations several times to ensure that all of the information is correct before giving final approval. Wedding information that is accurate and contains no errors is sure to make a wonderful impression on your guests and can help to avoid guest confusion caused by missing or inaccurate information.

Following are some tips to help you proof your wedding invitation suite (make sure you proof not only your invitation, but also your RSVP, additional enclosures, envelope return addresses, etc.):

TIP: Proof from a printed source

It is best to print your invitation and accessories and proofread a hard copy rather than relying on an on-screen representation and please do NOT proofread on a smart phone.

Read your invitation aloud

Proofread all parts of your invitation suite by reading it aloud. If possible, have another person listen and read along while you read aloud. This is a good way to catch missing words or doubled words.

Read everything backwards

Read everything backwards focusing on the words themselves. This is important, as sometimes your mind will subconsciously fix errors making it appear as though everything is correct when it is really not.

Check names

Check spelling of all names on the invitation (including parents, children etc.) Check addresses, dates and numbers carefully. This includes things like ensuring dates are correct, day and date match, addresses are complete and correct (especially street numbers if included) and also checking telephone numbers etc.

Check response methods and information

Check to ensure your RSVP information is correct, along with information like website addresses etc. Check the overall invitation layout, graphics etc. It is important that you ensure that the details of your wedding invitation are accurate but it is also very important to proofread the entire invitation to make sure that there are no other errors or omissions.

FINALLY AND MOST IMPORTANTLY: Find a proofreading partner!

Once you have proofread the invitation a few times, have someone else proofread it as well. This is necessary because it is easy to overlook a mistake on your invitation when you know what the invitation should say.

Gentle Reminder: Paperwhites **DOES NOT PROOFREAD** your invitations. You know the details of your wedding best - if a mistake is printed, the client (YOU) are responsible for the costs of reprinting your order.