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*Instructions: (1) Please insert the wording and/or any inspiration images you wish to use for your reception stationery. Use only those sections that apply to your wedding. You may add or delete as necessary to customize your order. (2) Save your completed document and send via email to your designer. (3) Send your final seating assignments in Excel format for seating chart and/or placecards. (4) Allegra is not responsible for misspelled, incomplete or inaccurate information provided. Standard fees apply for re-printing. Thank you and Congratulations!*

# WELCOME SIGN

With frame and easel rental

# SEATING CHART

With frame and easel rental

**TABLE NUMBERS**

With stanchion rental

# PLACECARDS

**MENUS**

**THANK YOU CARDS**

**GUEST BOOK SIGN**

**IN MEMORY SIGN**

**BAR SIGN(S)**

**SIGNATURE COCKTAIL SIGN(S)**

**BUFFET TENTS**

**DESSERT TENTS**

**WELCOME BAGS FOR HOTEL GUESTS**

Tags

Stickers

Insert Cards

Water Bottle Labels

Champagne Bottle Labels

**DANCE FLOOR MONOGRAM**

**DIGITAL FILES FOR CUSTOM GOBO OR PHOTOBOOTH**