



Invitation Addressing Etiquette



Mr. and Mrs. Guest Name

9383 STREET BOULEVARD

CITY, STATE

9·2·8·7·4

ADDRESSING ETIQUETTE TIPS

MISS, MS, OR MRS?

- Miss: A girl under the age of 18.
- Ms: An unmarried woman. A married woman who does not change her name. If unsure, use Ms.
- Mrs: A married woman or widow who is not remarried. Divorced woman who kept her husband's name.

PLUS - ONES

- If you know the name of the guest's plus-one, list it on the outer envelope on a seconded indented line.
- If you do not know the plus-one's name, list "and Guest" with an inner/outer envelope set:

Outer: Mr. Will Burton

Inner: Mr. Will Burton and Guest

Single envelope: Mr. Will Burton and Guest

CHILDREN'S NAMES

- Children under eighteen can be added to their parents' invitation. Children over eighteen still living at home should receive their own invitation.
- Girls under eighteen are "Miss", boys under seven are "Master"
- List children in order of age, with the eldest first, on the line below the parents' names

ADDRESSING TEMPLATE

Click the link below for our addressing template

[ADDRESSING TEMPLATE](#)

ADDRESSING ETIQUETTE TIPS

SPELL IT OUT

- Address an invitation using a guest's full name - no nicknames, initials or abbreviations.
- Spell out street names: *Road, Boulevard, Court, Circle, North, South*
- Write out the full state name instead of using the two letter postal abbreviation: *Louisiana, no LA*

WHOSE NAME GOES FIRST?

While many people have strong feelings about how you should address a married couple, whether you agree or not the most formal and traditional way to do so for a married couple is

Mr. and Mrs. Will Burton

For married or unmarried couples, traditionally, the man's name is written first with the following exceptions:

- the person with an official or professional title goes first
- the name of the guest you know best goes first, then their plus-one

TITLES & SUFFIXES

- Mr. and Mrs. are abbreviated. Doctor (Dr.) and Reverend (Rev.) may be abbreviated if there is not enough room.
- Use titles for members of the clergy, medical professionals, military or those who hold government office.
- Judges are addressed as "The Honorable" in place of Mr. or Mrs. Use "Judge" on the inner envelope.
Outer: The Honorable and Mrs. Will Burton
Inner: Judge and Mrs. Will Burton
- Attorneys are Mr., Mrs., or Ms. Do not use "esquire" - it is for business correspondence.
- You can abbreviate suffixes like Jr. or Sr. If you do spell them out, make sure to include a comma before like this:
Mr. Will Burton, Junior

HOW TO ADDRESS THE ENVELOPES

Invitation suites include an outer mailing envelope, an optional inner envelope, and an envelope for guests to return their reply card.



OUTER (MAILING) ENVELOPE

The outer mailing envelope is addressed with your guests' full names and titles.

Mr. and Mrs. Will Burton

Include your return address on the back flap of the envelope. You do not need to include a name on the return address.

Traditionally, you will use the hosts' address for the return address and RSVP envelope address. However, it is common for the RSVP envelope to be addressed to the bride.

RSVP ENVELOPE

The RSVP envelope should be pre-addressed and stamped. According to USPS addressing guidelines, there must be a name on the mailing address for the RSVP envelope.



INNER ENVELOPE

If you're using an inner envelope, it is addressed a little differently than the outer envelope. Generally, you use the titles and surnames only.

Mr. and Mrs. Keller

It is acceptable to use familiar names and title for close family members.

Aunt Kathy or Grandma



DO YOU NEED TWO ENVELOPES?

Traditionally, a formal invitation use a two envelope set: the outer mailing envelope with the guests' full names and address, and the inner envelope with the guests' individual names. The outer envelope was originally used to ensure the invitation arrived in pristine condition - free from dust and grime from dirty city streets.

But it still has its value today! The inner envelope can detail the names of each guest that is invited so there is no confusion over whether the kids are included, or if they can bring a guest.

In an era of evites, your wedding invitations are likely the first formal, printed stationery you've sent.

MAKE YOUR MAILBOX DEBUT FLAWLESS AND AVOID COMMON WEDDING ETIQUETTE MISTAKES WITH THESE TIPS.

Some of this etiquette advice may seem old-fashioned, but if you're a bride who embraces traditions, be sure to follow these tips. *When in doubt, we refer to Emily Post and Crane's Blue Book for all things etiquette.* That being said, it's your wedding so make sure to do what makes sense for you!

First things first:

HOW WILL YOU ADDRESS YOUR ENVELOPES?

If you're the ultra-traditional type, opt for handwriting or calligraphy in black ink. Not one to follow the rules? Go with any color ink, and address however you like!

PRINTED

Send over your guest list spreadsheet, and we will take care of the envelope addressing for you. Guest addresses are flat printed on the front of your outer envelope.

Return address and RSVP envelope addresses are available in all printing styles.

HAND CALLIGRAPHY

Hire a calligrapher to hand address your envelopes. Need recommendations? We would love to share our favorites with you!

DIY

If you have pretty penmanship and extra time, hand write the guest addresses yourself! Pair it with a self inking address stamp (We will design one that matches your invitations!) to make adding your return and reply card addresses a breeze.

COMBINATION

Mix and match any of these options as desired! Hand calligraphy + DIY stamp, letterpress + printed guest address - whatever you'd like!

ADDRESSING EXAMPLES

Not Married, but you want to include a guest

Outer Envelope

Ms. Jane Bee
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

Ms. Bee and Guest

Married, including children

Outer Envelope

Mr. and Mrs. John Kelly
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

Mr. and Mrs. Kelly
Sarah Kelly
Dave Kelly

Same Sex Couples, Married with different last names

Outer Envelope

Mrs. Sarah Kelly
Mrs. Lisa Bee
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

Mrs. Kelly and Mrs. Bee

ADDRESSING EXAMPLES

Widowed

Outer Envelope

Mrs. John Kelly
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

Mrs. Kelly

Divorced, *If you don't know the preference, this is the traditional and preferred form

Outer Envelope

Ms. Jane Kelly
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

Ms. Kelly

Not Married, but you want to include a guest

Outer Envelope

Mr. John Kelly
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

Mr. Kelly and Guest

ADDRESSING EXAMPLES

A woman who outranks her husband: professional or educational degree

Outer Envelope

Doctor Jane Kelly
Mr. John Kelly
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

Dr. Kelly and Mr. Kelly

Both are doctors (PhD or medical) and use the same last name

Outer Envelope

The Doctors Kelly
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

The Doctors Kelly

Both are doctors (PhD or medical), she uses her maiden name

Outer Envelope

Doctor Jane Bee
Doctor John Kelly
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

Dr. Bee and Dr. Kelly

ADDRESSING EXAMPLES

Married, she uses her husband's name socially

Outer Envelope

Mr. and Mrs. John Kelly
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

Mr. and Mrs. Kelly

Married, informal

Outer Envelope

Mr. and Mrs. John Kelly
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

Mr. John and Mrs. Jane

Not Married, living together

Outer Envelope

Mr. John Kelly
Ms. Jane Bee
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

Mr. Kelly and Ms. Bee

ADDRESSING EXAMPLES

Same Sex Couple, Married with the same last name

Outer Envelope

Mrs. Jane Bee and Mrs. Sarah Bee
1234 Sampleton Road
Sampletown, Louisiana 70782

Inner Envelope

Mrs. Jane and Mrs. Sarah