ENVELOPE ADDRESSING ETIQUETTE

Have questions on how to address the envelopes for your special event?   Hopefully, the following guide will "address" your questions………

	Outer Envelope	Inner Envelope
Single Guests		
Unmarried Woman over 18 or a Divorced Woman who retains her maiden name	Ms. Amy Smythe	Ms. Smythe and guest
Divorced Woman who uses her married name	Mrs. Bethany Carter	Mrs. Carter and guest
Unmarried or Divorced Man	Mr. Howard Croft	Mr. Croft and guest
Couples		
Married Couples	Mr. and Mrs. Stan Cox	Mr. and Mrs. Cox
Married Couples w/children	Mr. and Mrs. John Hayes	Mr. and Mrs. Hayes Susan and Craig
Married Couple – when the woman kept maiden name	Mrs. Carol Thompson and Mr. John Sigenthaler	Mrs. Thompson and Mr. Sigenthaler
Unmarried couples who do not share the same resident. You should send the invitation to the closest friend.	Ms. Amy Carter Mr. Brandon Stevenson	Ms. Carter Mr. Stevenson
Unmarried couples who live together - address alphabetically by last name.	Ms. Amy Carter Mr. John Stevenson	Ms. Carter Mr. Stevenson
Same gender couples – alphabetically by last name	Ms. Melissa Dye Ms. Sue Todd	Ms. Dye Ms. Todd
Children over 18 years old should be considered adults & receive their own invitation, even if still living at the home of their parents who will also be invited to your wedding.	Ms. Amy Carter Mr. Brian Atwater	Ms. Carter and guest Mr. Atwater and guest
Doctor (Medical)	Doctor Michael Stokes (if single) Doctor and Mrs. Michael Stokes (if married)	Doctor Stokes and guest Doctor and Mrs. Stokes
Doctor (Ph.D.)	Dr. Harry Keller (if single) Dr. and Mrs. Harry Keller (if married)	Dr. Keller and guest Dr. and Mrs. Keller
Married Couple, Both Doctors with same last name	Doctors Sam and Libby Haas	The Doctors Haas
Married Woman Doctor with different last name from husband	Doctor Patricia Carr and Mr. Charles Lyons	Doctor Carr and Mr. Lyons
Judge	The Honorable David Thomas (if single) The Honorable and Mrs. David Thomas (if married)	Judge Thurgood Judge David and Mrs. Thomas

Clergy	The Reverend James Evans (if single)	The Reverend Evans
	The Reverend & Mrs. James Evans (if married)	The Reverend and Mrs. Evans
Officer – Male who is active duty or retired from the service	General and Mrs. Barry Lynch	General and Mrs. Lynch
Officer – Female who is active duty or retired from the service	Captain Sandra Carr, U.S. Army and Mr. Anthony Leonard	Captain Carr and Mr. Leonard

Other tips:

- ❖ Envelopes for formal events such as weddings, spell out: State names and words like "Road", "Lane", Street", "North", "South", "Post Office Box", "Reverend", etc. Exceptions are "St." and "Mt."
- ❖ Use "and" instead of "&" between the names.
- ❖ "junior" and "senior" should be spelled out in lower case letters with a comma preceeding it. Roman numerals, if used, do not have a comma preceeding it.

Assembling Your Invitations:

- ❖ With the back of the large envelope and the front of the invitation facing you, put the invitation and its protective tissue sheet in, folded edge first.
- ❖ On top of that, put in the reception invitation, also facing up.
- ❖ Last, put in the response card, also printed side up. It should be lying within the flap of the small response envelope (which faces down).
- ❖ Any other insertions, such as map or directions, should go in last.
- ❖ Address the outer envelope and the response envelope by hand. Use calligraphy, if possible.
- ❖ Mail your invitations at least six to eight weeks in advance of your event so that your guests have ample time to make plans to attend.
- ❖ If your wedding is during the summer months when people typically take vacations or during the holidays from November to December, you can send out Save the Date announcements as much as 3-4 months ahead of time so guests can get you on their calendars well in advance and of course, mention on the announcement that a formal wedding invitation will follow closer to the wedding date.
- ❖ If you bring your invitations to the post office, you can request that they be hand cancelled that will minimize any unsightly marks or damage caused by machine canceling.