

# Going



# Postal

DESIGNS

## Addressing Inner & Outer Envelopes

Traditionally two envelopes are used for wedding invitations. The outer envelope insures a clean (inner) envelope & invitation. The tips below are for formal wedding invitations according to Emily Post's *Etiquette* book. A guest list template is provided for your use under resources on our website.

- Never write "no children" on the invitation or envelope. If you do not want children to attend, the situation should be handled verbally.
- Spell out all avenues, roads, streets, boulevards, apartment, city and state. Spell out numbers under one hundred, higher numbers are written numerically.
- You will need full names and titles for all your guests. Initials are not used in names when addressing formal invitations. Formal invitations do not contain abbreviations except for courtesy titles (Dr., Mr., Mrs., etc)
- Formal invitations are addressed in black/charcoal gray ink, less formal or contemporary you may experiment with color
- Inner envelopes are addressed slightly less formally. You may refer to close family and friends with nicknames or informal names such as Grandma, Auntie Kate, etc.
- If you are only using one envelope a combination of both the inner and outer verbage should be used.
- The woman is listed first for married and cohabitating couples with different surnames

| FORMAL  | INNER ENVELOPE  | OUTER ENVELOPE   |
|---|---|--|
| Single Man  | Mr. Thomas  | Mr. Gerald Thomas  |
| Single Woman  | Miss Price  | Miss Jean Price  |
| Single Person with guest unknown                                      | Mr. Mason and Guest   | Mr. David Mason  |
| Married Couple  | Mr. & Mrs. Tofillo  | Mr. and Mrs. Marc Tofillo  |
| Married Couple, different surnames                                    | Mrs. Gallo and Mr. Lopez  | Ms. Kate Gallo and Mr. Theodore Lopez  |
| Man is Professional<br>Woman is Professional<br>Both are Professional | Dr. and Mrs. Jones<br>Dr. and Mr. Jones<br>The Doctors Jones        | Dr. and Mrs. John Jones<br>Dr. Karen and Mr. John Jones<br>Drs. John and Mariene Jones                               |
| Elected Officials<br><i>Governor, Mayor, Judge, etc</i>               | Judge and Mrs. Matthews   | The Honorable and Mrs. John Matthews   |
| Reverend<br>Priest<br>Rabbi   | Reverend and Mrs. Fleming<br>Father Daniel<br>Rabbi and Mrs. Mammon | Reverend and Mrs. Keith Fleming<br>Father George Daniel<br>Rabbi and Mrs. David Mammon                               |
| Cohabitating Couple   | Miss Price and Mr. Thomas   | Miss Jean Price and Mr. Gerald Thomas  |
| Unmarried Couple<br><i>Who do not live together</i>                   | Miss Taylor and Mr. Johnson   | Miss Evelyn Taylor<br><i>The only name on the outer envelope should be the person who lives at the address</i>       |
| Family with children under 18   | Mr. and Mrs. Thomas<br>Princess Kyra and Master Evan                | The Thomas Family or<br>Thomas Family  |
| Children 18+<br><i>Should receive their own invitation</i>            | Miss Mash   | Miss Andrea Mash   |
| Adult Brothers<br>Adult Sisters<br>Adult Brother & Sister             | The Messers Hammel<br>The Misses Seaton<br>Mr. Wong & Miss Wong     | Mr. Andrew Hammel, Mr. Robert Hammel<br>Miss Mallory Seaton, Miss Karen Seaton<br>Mr. Wayne Wong and Miss Carol Wong |
| Same Sex couple<br><i>(in alphabetical order)</i>                     | Mr. Albertson<br>Mr. Zane<br>Or<br>Ms. Austen<br>Ms. Zento          | Mr. Joseph Albertson<br>Mr. Timothy Zane<br>Or<br>Ms. Elizabeth Austen<br>Ms. Margot Zento                           |
| Same Sex Couple<br><i>With same last name</i>                         | The Messrs. Winter<br>The Mesdames Messner                          | The Messrs. Carlos and Sean Winter<br>The Mesdames Bonnie and Trina Messner  |