

12 Tips for Addressing Your Wedding Invitations

You're getting ready to address your wedding invitations. How are you supposed to know which names go in which order on which envelope? Depending on the outer envelope, the inner envelope, and many other scenarios, these tips should help! (Remember, these are just tips—guidelines—so feel free to deviate from these if you prefer to make your invitations more personal or more casual.)

- 1.) An outer envelope should have a formal listing of the family/couple you're inviting. Always list both people in a married couple. The inner unsealed envelope (if you decide to have one) should list the names of all people invited. That means you can drop the "Mr. & Mrs." part and just list first names.

Outer envelope:

*Mr. and Mrs. Loren Halgerson and Family
123 Ashmont Road
Madison, SD 57042*

Inner envelope: Loren, Marilyn, Russell and Katie (or "Mr. and Mrs. Halgerson, Russell and Katie" if you're not as close with the family)

- 2.) When you're addressing your invitation to a married couple with different last names, you could write this:

Mr. Paul Vincent and Mrs. Cheryl Stadlemann

- 3.) How do you address the envelopes when you're inviting a single female or a divorced female?

Outer envelope: Miss Jane Jones

Inner envelope: Miss Jones & Guest

- 4.) What about an unmarried couple living together? I'd suggest this:

Mr. Justin Chandler

Ms. Kelly Herrin

Or

Mr. Chandler & Guest

- 5.) A guest at your wedding was recently widowed. Here's how you might address her envelope. And remember, never include "& Guest" if she was recently widowed.

Mrs. Rebecca Smith or Mrs. John Smith

- 6.) Your family is full of medical professionals and you have some relatives who are PhD doctors. How do you address that envelope? (Remember, a medical doctor should have "Doctor" in front of his/her name, while a PhD should

have “Dr.” in front of his/her name.) Well, if the couple is married and the woman uses her maiden name professionally and socially, the outer envelope should read:

Doctor Kristin Wolter and Mr. Doug Johnson

Or, if she uses her husband’s name socially:

Doctor Kristin and Mr. Doug Johnson

Or, if both people are doctors, you can address the outer envelope with:

The Doctors Johnson or Doctors Kristin and Doug Johnson

Or, if he has a PhD and is unmarried, you could list a guest like this:

Outer envelope: Dr. Benjamin Hoyer

Inner envelope: Dr. Hoyer and Guest

- 7.) Should children 18 and older receive their own invitation? Usually, yes, especially if they no longer live at their parents’ address. Although, you can also send siblings over 18 a joint invitation. In that case, you should list their names (by age) on individual lines:

Miss Audrey Hoskins & Guest

Miss Sarah Hoskins & Guest

Mr. Walter Hoskins & Guest

- 8.) If you don’t care to have children present at your wedding, make sure that there is no room for confusion. Do not list kids’ names on the invitation, do not list “and family,” and on the invitation or RSVP card, politely say “adults only, please.” You could offer a babysitter or daycare option during the ceremony and reception if it’s necessary that families bring their small children. Be courteous to each situation, but stick to your wishes.

- 9.) How do you address an envelope to an unmarried couple who doesn’t live together? Like this: on the outer envelope, only list the person who lives at that address (generally, it’s sent to the person you’re closer friends with). Then, on the inner envelope, you can list both full names, your closest friend first.

- 10.) The word “And” can be very significant on a wedding invitation. Using the word “And” signifies marriage.

Mr. and Mrs. Carl Duncan

- 11.) If the female guest you’re inviting is married and has a hyphenated last name, you would address the outer envelope like this:

Mrs. Megan Jones-Davies and Mr. Carl Davies

You would address the inner envelope like this:

Mrs. Jones-Davies and Mr. Davies (or Megan and Carl)

12.) What about military titles? Well, if he is a commissioned officer (retired or not), you would list the names like this on the outer envelope:

Colonel and Mrs. David Drew

On the inner envelope, you would list:

Colonel and Mrs. Drew

But what if she is the commissioned officer and he is not? Then you list the names on the outer envelope like this:

Captain Jennifer Hilgemann and Mr. John Hilgemann

You would use the same rules for a Judge or Reverend:

The Honorable and Mrs. Carla Andrews

Reverend and Mrs. Julie Hanson

Thank you to Knot.com, Somewhereintimecalligraphy.com and wedalert.com for guidance on these rules.

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