

*Kindly  
deliver to:*

DR. AND MRS. STEPHEN DELANEY  
102 FOREST HILLS BOULEVARD  
SPRINGFIELD, ILLINOIS  
62726

*The Banter & Charm*  
**ENVELOPE  
ADDRESSING**

*Etiquette Guide*

*Mr. and Mrs.  
Christopher Hathaway*  
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THREE OAKS, MICHIGAN 48726



*Mr. and Mrs.  
Patterson  
Atlanta,  
Ga.  
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*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, I 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 I'll 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? I have a list of favorite calligraphers I'd love to share!

### DIY

If you have pretty penmanship and extra time, hand write the guest addresses yourself! Pair it with a self inking address stamp (I'll 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!

# 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. Clark Gable*

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 to 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.

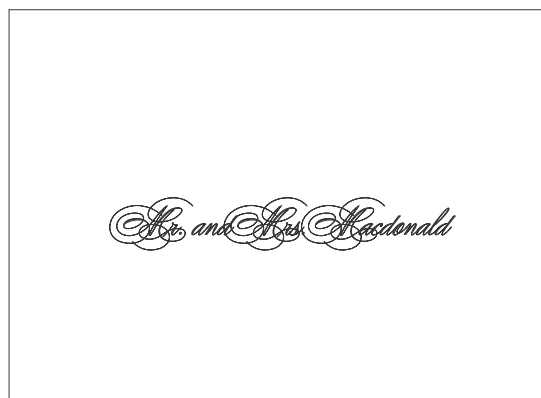
## INNER ENVELOPE

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. Gable*

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

*Aunt Kathy or Grandmama*



## 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.

My advice? Use an inner/outer set if you like the tradition or want to be very specific about who is invited. Otherwise, feel free to skip it and use a single envelope!

# ADDRESSING ETIQUETTE TIPS

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## SPELL IT OUT

- Address an invitation using a guest's full names - 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: *Michigan, not MI*
- Spell out single digit street numbers or numeric street names: *One Royalton Boulevard or Thirty-First Street*



## 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. Hisfirstname Lastname*

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 isn't enough room.
- Use titles for members of the clergy, medical professionals, or those who hold government office.
- Use full titles for members of the armed forces. Military titles are not abbreviated.
- Judges are addressed as "The Honorable" in place of Mr. or Mrs. Use "Judge" on the inner envelope.  
*outer: The Honorable and Mrs. Franklin Rockwell*  
*inner: Judge and Mrs. Rockwell*
- 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. Robert Ginter, junior*



## PLUS-ONES

- If you know the name of a guest's plus-one, list in on the outer envelope on a second indented line if the couple does not live together.

- If the couple lives together but is not married, list them on the same line joined with an "and" - the man's name comes first.

- If you don't know the plus-one's name, list "and Guest" with an inner/outer envelope set:

outer: Mr. John Clark

inner: Mr. Clark and Guest

single envelope:

Mr. John Clark 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



## HI! I'M SARAH!

I create tailor-made wedding stationery for brides searching for a simple, classic invitation design with just the right amount of personality.

With 10 years of experience in stationery design, I've had the privilege of translating ideas and inspiration into frame-worthy wedding invitations for hundreds of brides. I make the entire process feel effortless and stress-free, so you can cross "stationery" off your to-do list and be one step closer to walking down the aisle.

Sounds great, right? Find out how I can help you craft the invitation of your dreams with a free consultation.

GET A FREE CONSULTATION