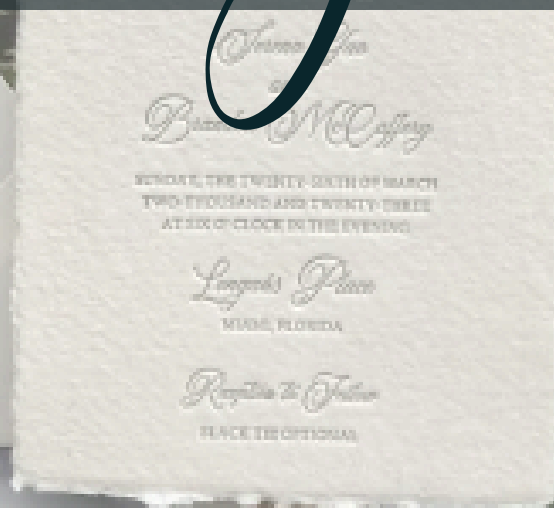


Invitation Wording and Addressing *Guide*



Before we jump into the limitless ways to word your invitation, lets talk about what main details you need to include:

The image shows a formal wedding invitation with several callout boxes pointing to specific details:

- Who is hosting the wedding?** Points to the crest and the text "MS. LYNN RYAN MURPHY REQUESTS THE HONOUR OF YOUR PRESENCE AT THE MARRIAGE OF HER DAUGHTER".
- Request to attend line.** Points to the same line as the previous callout.
- Who is getting married?** Points to the names "Kelly (Ryan)" and "Harold Douglas Wackerle".
- When is the wedding taking place? Day, Month, Year, and Time** Points to the date and time: "SATURDAY, THE EIGHTEENTH OF MARCH TWO THOUSAND TWENTY-THREE AT THREE O'CLOCK".
- Where is the wedding and reception taking place?** Points to the location: "Duke University Chapel DURHAM, NORTH CAROLINA".

The invitation text includes:

MS. LYNN RYAN MURPHY
REQUESTS THE HONOUR OF YOUR PRESENCE
AT THE MARRIAGE OF HER DAUGHTER

Kelly (Ryan)
to
Harold Douglas Wackerle

SATURDAY, THE EIGHTEENTH OF MARCH
TWO THOUSAND TWENTY-THREE
AT THREE O'CLOCK

Duke University Chapel
DURHAM, NORTH CAROLINA

RECEPTION TO FOLLOW AT SIX O'CLOCK
Washington Duke Inn & Golf Club

BLACK TIE

General Etiquette Tips

- Be consistent. If you spell out the wedding date on the invitation, make sure to spell it out on your reply card as well. If you list the date in a casual way on the invitation, list it in a casual way on the reply card.
- Spell it out. Try not to abbreviate anything. It's a good idea to spell out state names, street information and middle names.
- Don't include registry information on your invitation card or accompanying pieces. Instead, list the information on your wedding website and communicate it via word of mouth.
- Don't include reception information on the invitation card unless both the ceremony and the reception are held at the same venue. When a reception is held at a different location, it should be treated as a separate event, much like the ceremony. Be sure to include a "reception card" with your invitation to announce the location of the reception.

Who is Hosting?

WAYS TO LIST THE HOST + REQUEST FOR ATTENDANCE

More formal invitation wording will typically include the title (Mr., Mrs., Doctor, etc.) as well as the middle name of each party, however, if you prefer to keep it more casual you can remove the title and middle name.

MARRIED PARENTS

Title and Title First Name, Middle Name, Last Name

DIVORCED PARENTS

Title First Name, Middle Name, Last Name

Title First Name, Middle Name, Last Name

REMARRIED PARENTS

Title First Name, Middle Name, Last Name

Title and Title First Name, Middle Name, Last Name

BOTH SETS OF PARENTS

Couple 1 Parents Title and Title First Name, Middle Name, Last Name
and Couple 2 Parents Title and Title First Name, Middle Name, Last Name

*you can also use "along with" instead of "and"

COUPLE

Partner 1 First Name, Middle Name, Last Name and Partner 2 First Name, Middle Name, Last Name

EVERYONE

Together with their families

Request to Attend

WAYS TO REQUEST TO ATTEND

After the host line, you will use the request lines to do the actual inviting. It's common for people to choose their preference here, but traditionally it will depend on the location of your ceremony.

CHURCH/HOUSE OF WORSHIP

Request the honor/honour of your presence
at the marriage/union of their child/son/daughter
*if you use honour make sure you use favour on the response card

NON-CHURCH LOCATION

Request the pleasure of your company
at the marriage of their / at the celebration of marriage of their

CASUAL/FUN WORDING

Joyfully invite you
to the wedding of

COUPLE HOSTING

With love and joy
Invite you to share in the celebration of their marriage

TOGETHER WITH FAMILY HOSTING

Invite you to share in their joy
Invite you to celebrate the marriage/union of

Who is Getting Married?

GENERAL RULE ON NAME ORDER

Different-Sex Couples: Traditionally the female name goes first

Same-Sex Couples: Alphabetical order by last name or however it looks best with the invitation design

PARENTS HOSTING

Traditionally you only need to include the couple's first and middle names if they share the same last name as their parents.

BOTH PARENTS HOSTING

Include the first name, middle name, and last name of both partners without their titles.

COUPLE HOSTING

Include first name, middle name, and last name with titles for formality.

When and Where?

DATE

Formal etiquette states you should fully write out the day, date, month, and year of the wedding

Example:

Saturday, the Eighteenth of March

Two Thousand Twenty-Three

*please note you do NOT put "and" in the year

TIME

Traditionally etiquette states you should spell out the time and you do not need to list the time of day (morning, afternoon, or evening), however, if decide to include this (maybe for aesthetic reasons) anything before 6:00 pm is considered afternoon.

Example:

At six o'clock

At half-after five o'clock

LOCATION

It's only necessary to include the venue name with the city and state (spell out the full state name instead of using abbreviations).

Typically, the street address is left off unless it's a private residence. Even then, it's proper to omit the zip code. The venue address can be included on the details card or on your wedding website.

Optional Lines on Invitations

- **CHILD OF LINE:** Another way to list both sets of parents, when only one set is formally hosting is to have a "child of" line. This will go after the couple's names are listed.

Example:

Couple 1 Parents Title and Title First Name, Middle Name, Last Name
request the pleasure of your company
at the marriage of their child/daughter/son
Couple 1 First Name, Middle Name
to
Couple 2 First Name, Middle Name
child/daughter/son of Couple 2 Parents Title and Title First Name, Middle Name, Last Name

- **ATTIRE LINE:** in the bottom right corner of the main invitation you can list attire preference by stating;
 - **Black Tie** (tux is required/long gowns)
 - **Black Tie Optional** (tux is preferred, but a dark suit is acceptable/long gown preferred, but a cocktail dress or dressy separates are acceptable)
 - **Cocktail Attire** (suit and tie/tea or knee-length dress)
 - **Dressy Casual** (dress shirt and slacks/dressy skirt or knee-length dress)
- **RECEPTION LINE:** If your reception is being hosted at the same location as your ceremony, you can request your guests to attend the reception at the bottom of the main invitation. If it's being hosted at a different location, you will want to include a separate reception card. This line will be centered at the bottom of your main invitation.
 - Reception to follow
 - Dinner and dancing to follow
 - Cocktails, dinner, and dancing to follow
 - Merriment to follow
 - Join us after the ceremony for cocktails, hors d'oeuvres, and dancing

Guest Addressing Etiquette

GENERAL RULES

Title and Suffix (formal invitations should spell these out)

- Mx. - gender non-identifying
- Mr. - male guest 16 or older
- Mrs. - married female guest
- Ms. - not married or keeping maiden name female guest over 18
- Miss - female guest under 18
- Doctor (Dr.)
- The Honorable (Hon.)
- *Lieutenant (Lt.)*
- *Colonel (Col.)*
- *Captain (Capt.)*
- *General (Gen.)*
- *Reverend (Rev.)*

If one partner outranks the other, put their name first.

Street Address, City, State

For formal invitations spell these out fully

Examples:

1234 Rosemary Drive
San Diego, California 12345

123 Union Drive
Post Office Box 36
San Diego, California 12345

Guest Addressing Etiquette

MARRIED COUPLE

Formal - Mx. and Mx. First Name, Middle Name, Last Name

Casual - Partner 1 First Name, Last Name and Partner 2 First Name, Last Name

UNMARRIED + LIVING TOGETHER

Mx. First Name, Last Name and Mx. First Name, Last Name

UNMARRIED + NOT LIVING TOGETHER

*typically you would send an invitation to each person, but you can send one and put each name on separate lines

Mx. First Name, Last Name

Mx. First Name, Last Name

MARRIED or UNMARRIED + BOTH DOCTORS

Outer Envelope

Doctor First Name, Last Name

Doctor First Name, Last Name

Inner Envelope

The Doctors Last Name

ONE MARRIED DOCTOR

Doctor and Mx. First Name, Last Name

FAMILY

Outer Envelope with Inner

Mx. and Mx. First Name, Last Name

Inner Envelope

First Name and First Name

Child First Name, Child First Name (in alphabetical order)

Outer Envelope No Inner

Mx. and Mx. First Name, Last Name

Child First Name, Child First Name

FAMILY/FRIEND + GUEST

*ideally if you can get their guest's name it's always better than writing "and guest"

Outer Envelope with Inner

Mx. First Name, Last Name

Inner Envelope

First Name and Guest

Outer Envelope No Inner

Mx. First Name, Last Name and guest