



## ADDRESS ETIQUETTE

Addressing envelopes can be a confusing task for many couples, especially when taking into consideration a guest's marital status, living arrangement, family status, professional status, etc.

The list below provides examples of how to address your guests' invitations. While a variety of situations are provided, this list may not be all-inclusive. Contact your wedding planner, calligrapher, or other etiquette sources if you have any questions about addressing.

Keep in mind that tips on etiquette vary by source. Etiquette is meant to ensure that your guests do not feel offended and know what to do (for example, whether they can bring a guest or their children). **Ultimately, you get to choose how to address your guests' invitations, based on what you feel is appropriate for your guests and your occasion.**

	OUTER Envelope	INNER Envelope
1) Married couple, man and woman with same last name – <b>formal-traditional</b>	Mr. and Mrs. John Williams	Mr. and Mrs. Williams
2) Married couple, man and woman with same last name – <b>formal-modern</b>	Mr. John and Mrs. Eleanor Williams	Mr. and Mrs. Williams <b>or</b> John and Eleanor
3) Married couple, man and woman with same last name – <b>informal</b>	John and Eleanor Williams	John and Eleanor
4) Children of invitees	a) If using an inner envelope, do not include children's names on outer  b) If no inner envelope is used, list children's names below parents' names	[Parents on line 1] Andrew, Christina, and Mary
5) Married couple - man and woman who kept her maiden name	Ms. Eleanor Jackson and Mr. John Williams	Ms. Jackson and Mr. Williams
6) Married couple – same sex, each kept his/her name	Ms. Edith Brown and Ms. Janet Ling	Ms. Brown and Ms. Ling
7) Married couple – same sex, with same last name	Mrs. and Mrs. Edith and Janet Brown-Ling	Mrs. and Mrs. Brown-Ling
8) Unmarried couple, living together	Mr. John Williams Ms. Eleanor Jackson ( <i>on separate line</i> )	Mr. Williams Ms. Jackson
9) Unmarried guest (woman or man) with unknown guest	Mr. Thomas Forde	Mr. Forde and guest
10) Married couple, man and woman; woman is a doctor	Dr. Eleanor and Mr. John Williams	Dr. Williams and Mr. Williams
11) Married couple; both are doctors	Drs. Eleanor and John Williams <b>or</b> The Drs. Williams	The Drs. Williams
12) Religious leader	Reverend Estelle Blackwell	Reverend Blackwell
13) Military member	Captain Philip Torres	Captain Torres

### Additional tips:

- If you wish to use an ampersand (&) instead of “and” in your addressing, please make sure your address list reflects this.
- If you are not using inner envelopes, you may include “and guest” and children's names on outer envelopes.
- Do not capitalize “guest” since the word is a placeholder, not a name.