

CHEAT SHEET

How to Address Wedding Invitations On Envelopes



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Addressing Wedding Invitations to Family Members

When addressing envelopes to your family members such as aunts and uncles or grandparents you can use their relationship title and first name on the inner envelope. On the outer envelope you can either use their relationship title or the honorific title Mr, Mrs, Miss or Ms, Judge, Doctor etc.

Inner Envelope	Outer Envelope	Using Outer Envelope Only
Aunt Mary and Uncle Joe	Aunt Mary and Uncle Joe or Mr and Mrs J. Zimmer	Aunt Mary and Uncle Joe or Mr and Mrs J. Zimmer

Addressing Invitations to Couples

The traditional way to address wedding invitations to a husband and wife is that the husband's name should be listed first followed by his wife's name. However, if the wife has a different surname then her name goes first followed by her husband.

Modern: When addressing invitations to same sex couples the general rule is to list the guest's names in alphabetical order. Or if you prefer list the name of the person you have known the longest first - this rule can also be used for any other couple married or unmarried if you prefer.

Inner Envelope	Outer Envelope	Using Outer Envelope Only
Husband and Wife Same Surname		
Mr and Mrs Spurlock <i>or use their first names</i> Bobby and Joanna	Mr and Mrs Bobby S. Spurlock <i>Use the husband's middle initial if known</i>	Mr and Mrs Bobby S. Spurlock <i>Use the husband's middle initial if known</i>
Husband and Wife Different Surnames		
<i>List wife's name first</i> Mrs Graybill and Mr Allen <i>or use their first names</i> Donna and Tyrone	<i>Names listed on separate lines</i> Mrs Donna O. Graybill Mr Tyron T. Allen	<i>Names listed on separate lines</i> Mrs Donna O. Graybill Mr Tyron T. Allen
Couple Living Together Unmarried		
Mr Flaherty and Ms Ryan <i>or use their first names</i> Kenneth and Maria	Mr Kenneth N. Flaherty and Ms Maria Ryan <i>Names on separate lines - listed alphabetically or by person you have known longest</i>	Mr Kenneth N. Flaherty and Ms Maria Ryan <i>Names on separate lines - listed alphabetically or by person you have known longest</i>
Same Sex-Couples Unmarried		
Ms Blair and Ms Miller <i>or use their first names</i> Marguerite and Audra	Ms Marguerite W. Blair Ms Audra A. Miller <i>Names on separate lines - listed alphabetically or by person you have known longest</i>	Ms Marguerite W. Blair Ms Audra A. Miller <i>Names on separate lines - listed alphabetically or by person you have known longest</i>
Same Sex Couples Married Different Surnames		
Mr Fields and Mr Whitmore <i>or use their first names</i> Paul and Steve	Mr Paul E. Fields and Mr Steve J. Whitmore <i>Ideally the names should be on one line, but if you have space restrictions using two lines is acceptable.</i>	Mr Paul E. Fields and Mr Steve J. Whitmore <i>Ideally the names should be on one line, but if you have space restrictions using two lines is acceptable.</i>

Same Sex Couples Married And Same Surname		
Mrs and Mrs Baker-Lewis <i>or use their first names</i> Shawna and Mary	Mrs and Mrs Shawna and Mary Baker-Lewis <i>Ideally the names should be on one line, but if you have space restrictions using two lines is acceptable.</i>	Mrs and Mrs Shawna and Mary Baker-Lewis <i>Ideally the names should be on one line, but if you have space restrictions using two lines is acceptable.</i>
When a Partner Has a Professional Title		
<p>Modern: When one of the partners has a professional title their name and title should be listed first. If both have titles list either by alphabetically or person you have known longest first.</p> <p>Traditional: If the husband has a professional title and his wife does not, his name and title should be listed first. However, if the wife has a professional title and her husband does not her name and title should be first. If they both have professional title the husbands name should be listed first.</p>		
Husband Has A Professional Title		
Doctor and Mrs Allen	Doctor and Mrs Corey E. Allen	Doctor and Mrs Corey E. Allen
Wife Has A Professional Title		
The Honorable Jenkins and Mr Davis	The Honorable Julie Jenkins and Mr Joseph C. Davis <i>Ideally the names should be on same line, but two lines are acceptable.</i>	The Honorable Julie Jenkins and Mr Joseph C. Davis <i>Ideally the names should be on same line, but two lines are acceptable.</i>
Both Have Titles		
Doctor Stone and Professor Scott	Doctor Ryan G. Stone and Professor Mary A. Scott	Doctor Ryan G. Stone and Professor Mary A. Scott

Addressing Invitations to A Family with Children

By tradition you would only list the names of the people invited on the envelopes. However, not everyone is aware of this rule, and this could cause some confusion if parents do not see children's names listed. They may just assume that because they have been invited their children are also and this may not be the case, so you should make it clear if children are not invited.

A modern approach would be to include a line somewhere it could be as simple as “regrettably children are not invited” or “due to venue restrictions we are unable to invite children”. This can be placed on the inner envelope or RSVP card but never on the outer envelope.

Inner Envelope	Outer Envelope	Using Outer Envelope Only
Family And Children Not Invited		
Mr and Mrs Barnette Regrettably children are not invited	Mr and Mrs Justin T. Barnette	Mr and Mrs Justin T. Barnette
Family And Children Under 18 Invited		
Mr and Mrs Brown Tim, Linnea and Cara <i>list children's names in age order</i>	Mr and Mrs Robert C. Brown	Mr and Mrs Robert C. Brown Tim, Linnea and Cara
Ms Dorries Jennifer and Darren <i>or in the case of a single man</i> Mr Black Justin and Sarah	Mrs Susan Dorries and Family or Mr Barry Black and Family <i>or the outer envelope could read</i> ➔	Mrs Susan Dorries and Jennifer and Darren or Mr Barry Black and Justin and Sarah
Single Woman (Or Man) With Children		
Mr and Mrs Barnette Regrettably children are not invited	Mr and Mrs Justin T. Barnette	Mr and Mrs Justin T. Barnette

Addressing Invitations To A Family With Children Over 18 Years Old Living At Home

A separate invitation would be sent to children over the age of 18 years. You can group the over 18's on one invitation if they are living at the same address. If there are also children under the age of 18 years their names would be included with the parent's invitation as above.

Addressing Invitations Other Situations

Inner Envelope	Outer Envelope	Using Outer Envelope Only
Single Person Plus One Invitation		
<i>If you know the name of the plus one use it otherwise use “and Guest”</i> Ms Carey and Guest or Mr Wilbert and Cody Mathews	<i>The outer envelope should only be addressed to the person who is bringing the plus one</i> Ms Anne Carey	<i>The outer envelope should only be addressed to the person who is bringing the plus one</i> Ms Anne Carey
Widow		
<i>Use her married name and her preferred title Mrs or Ms</i> Mrs Barker or Ms Barker	Mrs John W. Barker	Mrs John W. Barker