



# WEDDING VERBIAGE ETIQUETTE

## OUTER ENVELOPES

The samples below offer some of the most common examples of formal invitation addressing.

## INNER ENVELOPES

Inner envelopes are traditionally used to discreetly announce who is invited beyond the individual(s) specifically addressed on the outer envelope - such as children or a "plus one". They also help keep contents crisp and clean, as the outer envelope receives the stamping, dirt and grime of travel through the postage system, leaving invited guests to open a pristine envelope and invitation suite within.

GUEST(S)	OUTER ENVELOPE	INNER ENVELOPE
MARRIED COUPLE Same surname	Mr. and Mrs. Paul Newman 277 North Avenue Westport, Connecticut 06880	Mr. and Mrs. Newman OR Paul and Joanne
MARRIED COUPLE WITH KIDS	Mr. and Mrs. Paul Newman 277 North Avenue Westport, Connecticut 06880	Mr. and Mrs. Newman Elinor, Melissa, and Claire
MARRIED COUPLE Different surnames	Ms. Joanne Woodward and Mr. Paul Newman 277 North Avenue Westport, Connecticut 06880	Ms. Jones and Mr. Newman
MARRIED COUPLE Woman is a doctor	Doctor Joanne Woodward and Mr. Paul Newman 277 North Avenue Westport, Connecticut 06880	Dr. Woodward and Mr. Newman
MARRIED COUPLE Man is a doctor	Doctor and Mrs. Paul Newman 277 North Avenue Westport, Connecticut 06880	Dr. and Mrs. Newman
MARRIED COUPLE Both are doctors	The Doctors Newman 277 North Avenue Westport, Connecticut 06880	The Doctors Newman
UNMARRIED COUPLE Living together	Mr. Paul Newman Miss Joanne Woodward 277 North Avenue Westport, Connecticut 06880	Mr. Newman Miss Woodward
SINGLE PERSON With or without guest	Miss Joanne Woodward 277 North Avenue Westport, Connecticut 06880	Miss Woodward OR Miss Woodward and Guest
WIDOW Not remarried	Mrs. Paul Newman 277 North Avenue Westport, Connecticut 06880	Mrs. Newman

## ENVELOPE EXTRAS

1) Same sex or unmarried couples may be listed in alphabetical order OR starting with the individual known best, 2) Children over the age of 18 living at home should receive a separate invitation from their parents, 3) Unmarried women over the age of 18 may be listed as "Miss" or "Ms.", and 4) "Mrs." is only used alongside the husband's name.