

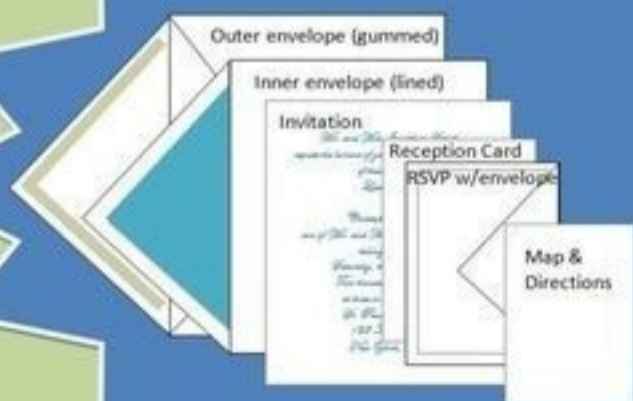
# HOW TO ADDRESS WEDDING INVITATIONS

Guest Particulars	Addressing the Outer Envelope	Addressing the Inner Envelope
Unmarried Female	Miss/Ms. Jane Doe	Miss/Ms. Doe
Unmarried Female + Guest	Miss/Ms. Jane Doe	Miss/Ms. Doe and Guest
Unmarried Male	Mr. John Smith	Mr. Smith
Unmarried Male + Guest	Mr. John Smith	Mr. Smith and Guest
Married guests: Same last name	Mr. and Mrs. John Smith	Mr. and Mrs. Smith
Married guests: Same last name and their children	Mr. and Mrs. John Smith	Mr. and Mrs. Smith Tom, Dick and Harry
Married guests: Different last names	Mr. John Smith and Mrs. Jane Doe	Mr. Smith and Mrs. Doe
Married guests: Different last names and their children	Mr. John Smith and Mrs. Jane Doe	Mr. Smith and Mrs. Doe Thomas, Richard and Harold
Unmarried couple: Living together	Alphabetical by last name: Miss Jane Doe and Mr. John Smith	Miss Doe and Mr. Smith
Unmarried couple: Not living together	Sent to the friend you are closest to: Mr. John Smith	Mr. Smith and Miss Doe
Same Gender Couple: Different last names	Alphabetical by last name: Mr. Michael Doe and Mr. John Smith	Mr. Doe and Mr. Smith
Same Gender Couple: With their children	Alphabetical by last name: Mr. Michael Doe and Mr. John Smith	Mr. Doe and Mr. Smith William, Robert and Sally
Children 16 & over: No guest	Receive their own separate invitation: Mr. Thomas Smith	Mr. Smith
Children 16 & over: With guest	Receive their own separate invitation: Mr. Thomas Smith	Mr. Smith and Guest
Clergy	The Reverend/Father/Pastor John Smith	Reverend/Father/Pastor Smith
Judge	The Honourable John Smith	Judge Smith (and Guest)
Judge: Married	The Honourable and Mrs. John Smith	Judge and Mrs. Smith (Children's names)
Doctor	Dr. Jane Doe	Dr. Doe (and Guest)
Doctor: Married	Mr. John Smith and Dr. Jane Doe	Mr. Smith and Dr. Doe
Doctors: Married	Doctors John and Jane Smith	The Doctors Smith (Children's names)
Military Officer: Single Male	Colonel/Rank John Smith	Colonel Smith (and Guest)
Military Officer: Married Male	Colonel and Mrs. John Smith	Colonel and Mrs. Smith (Children's names)
Military Officer: Single Female	Lieutenant/Rank Jane Doe	Lieutenant Doe (and Guest)
Military Officer: Married Female	Mr. John and Lieutenant Jane Doe	Mr. and Lieutenant Doe (Children's names)

## Tips:

- You do not have to invite a person + guest unless they have a significant other
- If you are inviting some children, you need to invite all
- NEVER state "Adults only", send RSVP cards with the invited guest's names already filled out instead
- NEVER include your Gift Registry information in your invitation

## Stuffing the Envelope



The map (facing up) goes on top of the RSVP card (facing up), which has the RSVP envelope flap over it, that goes on top of the reception card (facing up), and it all lays on top of the Invitation (facing up). This package slides in to the Inner envelope as shown, the Inner Envelope is slid in to the Outer envelope with the Invitees names facing up.