



La Donna Wedding

Officiants & Ceremony Coordinating Services

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How to Address Your Wedding Invitations

The proper addressing of the wedding invitation is very important, as it informs the recipient of who has been invited to the wedding. Only those listed on the invitation are invited to the wedding and/or reception. If space is limited at the ceremony site, it is proper to invite a guest to the reception only. An example of this would be if the wedding were going to be held at a wedding chapel with limited guest capacity. This capacity could be less than the total number included on your guest list. Because of budget restrictions, some guests might be invited to attend after the dinner hour for cocktails and dancing only. These examples would require different stationery cards with appropriate wording. Your stationery specialists can assist you with the wording and the best way to handle your individual situation.

Addressing your envelopes is generally done in one of the following methods...personally handwritten or by the calligraphy method. If you choose to use a printer utilizing a fancy script to resemble calligraphy, it is recommended that a laser printer be used and not an inkjet. If you use an ink jet printer and the ink gets wet, it will run and make the envelope undecipherable.

The outside envelope should be addressed to the Mr. and Mrs. or just to Mr, Mrs. Or Ms., if a single person. The words "and Guest" do not appear on the outside envelope. Examples are as follows:

Example #1: Mr. and Mrs. David Smith (may also use middle initial)

Example #2: Mr. David Smith (or) Ms. Mary Smith

Example #3: Mrs. David Smith (or) Mrs. Mary Smith

The inside envelope, for the examples shown above, would be as follows:

Example #1: Mr. and Mrs. Smith (no first name written)

Example #2: Mr. (or Ms.) Smith and Guest

Example #3: Mrs. Smith and Guest

If a couple is married, but the wife has not changed her last name to her husband's, then her name goes on the first line and his on the second line. The same would apply if a couple reside together, but are not married. Other than Mr., Mrs., Ms. and possibly Dr., all words should be spelled out on the envelope, including other titles such as Reverend or Captain, Drive, Avenue or Street following the address, and also the city and state.

If an invitation were also extended to children, their first names only in order of their ages (oldest first) would go on the second line of the inner envelope only. The children's names do not appear on the outside envelope. An example would be:

Mr. and Mrs. Smith
Robert and James

