



## ENVELOPE ADDRESSING 101

Addressing envelopes can be one of the most frustrating wedding tasks! There are so many rules and you don't want to offend anyone! Most of us learned these rules in elementary school but have never had a refresher course!

It's hard to cover all the etiquette for every scenario that you might come across when addressing envelopes, but hopefully these tips and examples can help guide you during the process! Because, lets be real, wedding planning is stressful enough!

### TIPS + GENERAL GUIDELINES

**Be consistent!** You might not realize it but the tone of your envelope addressing sets the tone for your entire wedding.

Spell out all street names, apartment, cities, states and countries

Spell out Doctor(s) and individuals with distinguished titles (also list them first!)

Send separate invitations to children over 18 and living at home

Send separate invitations to all adults living in one home who are not romantically

Include the name of your guest's date, if you know it.

Non-married couples names are on two separate lines

### MRS., MS., OR MISS?

Mrs. is for a Married woman

Ms. is for an Unmarried woman

Miss is for an Unmarried woman under 18

Exception to the rule (because there always has to be one) - Divorced Female

If she has kept her married name then it is best practice to use Mrs.

If she uses her maiden name then it is best practice to use Ms.

# LETS BREAK IT DOWN BY SCENARIO

Single Person	Mr. John Smith
<b>Single Person with Guest <i>(if you don't know the name of the guest)</i></b>	Mr. John Smith and Guest
<b>Married Couple <i>(same last name)</i></b>	Mr. and Mrs. John Smith <i>or</i> Mr. John and Mrs. Jane Smith <i>or</i> Mr. and Mrs. Smith <i>or</i> John and Jane Smith
<b>Married Couple <i>(different last names or hyphenated last name)</i></b>	Mr. John Smith and Mrs. Morgan Jones <i>or</i> Mr. Smith and Mrs. Jones <i>or</i> John Smith and Morgan Jones <i>or</i> Mr. John Smith and Mrs. Morgan Jones-Smith
<b>Unmarried Couple Living Together <i>(list the person you are closest to first)</i></b>	Mr. John Smith and Ms. Morgan Jones <i>or</i> Mr. Smith and Ms. Jones <i>or</i> John Smith and Morgan Jones
<b>Families <i>(everyone over the age of 18 should receive their own invitation)</i></b>	Mr. and Mrs. John Smith and Family <i>or</i> Mr. and Mrs. John Smith James, Sarah, and Corey <i>or</i> Mr. and Mrs. John Smith Mr. James, Miss Sarah, and Miss Corey <i>or</i> The Smith Family