

The Ultimate Wedding Planner

Invitations

Today's Bride®

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Did we mention
that this is a fillable-PDF?
You can add your information,
save it to your computer
& print as needed!

	STATIONER #1	STATIONER #2
Company Name		
Contact Name		
Address		
Telephone		
Website		
E-Mail		

How long have you been in business?		
Can you recommend a calligrapher?		
Will you guide us in selecting appropriate verses?		
Do you have wording samples?		
Will you instruct us on how to assemble the invitations?		
Do you provide envelope addressing guidelines?		
How far in advance should I order?		
Do you offer custom design services?		
What would the postage be for invitations I'm interested in?		
What is the cost to order extras later?		
Do you sell "save-the-date" cards?		
Who is responsible for errors?		
How long will it take to receive my invitations? Is there a guarantee?		
What other wedding accessories do you sell and/or rent?		
Can I order extra outer and inner envelopes?		
When is the deposit & final payment due?		

MY STATIONER IS: Company: _____ Contact: _____

Address: _____ Phone: _____

Hours: _____ Email: _____ Website: _____

Order Date: _____ Approx. Delivery Date: _____ Invitation Book Name: _____ Page#: _____

Paper Color: _____ Ink Color: _____ Lettering Style: _____ # of Stamps Needed: _____ Total Cost: _____

Quantity Needed: _____ Invitations _____ Lined Envelopes _____ Return Address _____ Extra Envelopes _____ Return Cards _____ Map Cards _____

Response Cards _____ Accommodation Cards _____ Place Cards _____ Menu Cards _____ Informal/Thank Yous _____ Programs _____

Save-the-Dates _____ Shower/Rehearsal Invitations _____

Coordinating Accessories _____ Napkins _____ Cake/Candy Boxes _____

INVITATION WORDING ASSISTANCE

It's an ageless question: How exactly do I word my invitations? As most newly engaged couples know, this can be a tricky subject because what's read between the lines is who's hosting (in other words, paying for) the wedding. Fortunately, many of today's etiquette rules are versatile. But before you can tweak the rules to meet your unique wording needs, you first have to understand the rules. The following pages will guide through the basics of a traditionally-worded invite.

FROM BRIDE'S PARENTS *(in a house of worship)*

[Bride's Parents]
request the honour of your presence
at the marriage of their daughter
[Bride First & Middle]
to
[Groom First, Middle & Last]
[Day], the [date] of [Month]
[year]
at [time]
[Location]
[Address]
[City, State]

FROM BRIDE'S PARENTS *(not in a house of worship)*

[Bride's Parents]
invite you to share in the joy
of the marriage uniting their daughter
[Bride First & Middle]
and
[Groom First, Middle & Last]
[Day], the [date] of [Month]
[year]
at [time]
[Location]
[Address]
[City, State]

-- OR --

[Bride's Parents]
request the pleasure of your company
at the marriage of their daughter
[Bride First & Middle]
to
[Groom First, Middle & Last]
[Day], the [date] of [Month]
[year]
at [time]
[Location]
[Address]
[City, State]

WITH MENTION OF GROOM'S PARENTS

[Bride's Parents]
request the honour of your presence
at the marriage of their daughter
[Bride First & Middle]
to
[Groom First & Middle]
son of [Groom's Parents]
[Day], the [date] of [Month]
[year]
at [time]
[Location]
[Address]
[City, State]

FROM BOTH PARENTS

[Bride's Parents]
and
[Groom's Parents]
request the honour of your presence
at the marriage of their children
[Bride First & Middle]
and
[Groom First & Middle]
[Day], the [date] of [Month]
[year]
at [time]
[Location]
[Address]
[City, State]

FROM COUPLE & PARENTS *(Without Parents Names)*

Together with their parents
[Bride First, Middle & Last]
and
[Groom First, Middle & Last]
request the honour of your presence
at their marriage celebration
[Day], the [date] of [Month]
[year]
at [time]
[Location]
[Address]
[City, State]

FROM COUPLE & PARENTS *(With Parents Names)*

[Bride First, Middle & Last]
and
[Groom First, Middle & Last]
together with their parents
[Parents] and
[Parents]
request the honour of your presence
at their marriage celebration
[Day], the [date] of [Month]
[year]
at [time]
[Location]
[Address]
[City, State]

FROM BRIDE AND GROOM

[Bride First, Middle & Last]
and
[Groom First, Middle & Last]
request the honour of your presence
at their marriage
[Day], the [date] of [Month]
[year]
at [time]
[Location]
[Address]
[City, State]

-- OR --

The pleasure of your company
is requested at the marriage of
[Bride First, Middle & Last]
and
[Groom First, Middle & Last]
[Day], the [Month] of [date]
[year]
at [time]
[Location]
[Address]
[City, State]

DIVORCED PARENTS

Divorced parents should not be on the same line.

Women are listed first:

[Bride's mother/stepfather]
[Bride's father/stepmother]
request the honour of your presence
at the marriage of their daughter
[Bride First & Middle]
to
[Groom First, Middle & Last]
son of [Bride's mother/stepfather]
[Bride's father/stepmother]
[Day], the [date] of [Month]
[year]
at [time]
[Location]
[Address]
[City, State]

RECEPTION ONLY

[Bride First, Middle & Last]
and
[Groom First, Middle & Last]
were united in marriage on
[Day], the [date] of [Month]
[year]
The pleasure of your company
is requested at a Reception
[Day], the [date] of [Month]
at [time]
[Location]
[Address]
[City, State]

RESPONSE VERSES

The favour of a reply is requested
before [date]

M _____

Number attending ___
Unable to attend ___

-- OR --

We look forward to celebrating with you
Please respond by [date]

Name _____

___ accepts ___ regrets
Please indicate number of each:
___ [entree] ___ [entree]

-- OR BEGIN WITH --

Please reply by

-- OR --

Kindly respond on or before

**ENVELOPE ADDRESSING
EXPLAINED**

When addressing your invitation envelopes use your most elegant penmanship; or try hiring a professional calligrapher to pen the names of your invited guests. If you're trying your own hand at the task, know the proper procedure.

ADDRESS YOUR ENVELOPES ACCORDING TO THE FOLLOWING ETIQUETTE:

the OUTER ENVELOPE

This is where you write the recipients' full names, official titles, first names, and the rest. It's where tradition is upheld, decorum celebrated; that means no cutting corners with abbreviations like Dr., NY, or St. (Mrs., Mr., Ms., and Jr. are the only acceptable shorthands). Here's a complete set of rules:

- ▶ Titles such as Doctor, Reverend, Captain, etc. are not abbreviated unless lack of space necessitates it.
- ▶ Mister and Misses should be abbreviated (Mr. and Mrs.).
- ▶ Do not use initials or nicknames; use full names.
- ▶ If an unmarried couple is living in the same house their names should be on separate lines, woman are always listed first.
- ▶ Do not add "and family"; children's names are listed on the inner envelope.
- ▶ Write out the word "and"; do not use symbols.
- ▶ Suffixes are all properly preceded by a comma, including Roman numerals.
- ▶ Junior and senior can be spelled out (junior or senior - not capitalized) or abbreviated (Jr. or Sr. - capitalized); use whichever style you prefer.
- ▶ When addressing the outer envelope write out Street, Avenue or Boulevard.
- ▶ Completely spell out the state name.
- ▶ North and South is written in full if it proceeds the street name (123 South Main Street); a comma is added after the street name and an abbreviation is used if it comes after the address (123 Cherry Street, N.W.).

the INNER ENVELOPE

Formal invitations are slipped into an unsealed inner envelope to be placed inside the outer envelope. They are addressed in a more informal fashion – typically only title abbreviations and last name – and include the names of all invitees at the address, including children. Here are some general guidelines.

- ▶ Exclude the first names of the recipients.
- ▶ Write the first names of children to be invited below the parents' name in order of age, oldest first.
- ▶ Children over the age of 18 should receive their own invitation.
- ▶ Omit children's names if they are not on the guest list.
- ▶ If an invitation to a single guest extends to an unknown escort, address the inner envelope with your friend's name followed by "and guest" (guest should not be capitalized, it is not a proper noun).

Feel overwhelmed by the thought of having to address all your envelopes?

Reference the following formats to guide you through the process with ease:

MARRIED COUPLE

Outer Envelope:
Mr. and Mrs. Joseph Davis
1234 Jadlyn Lane
Fairlawn, Ohio 44333

Inner Envelope:
Mr. and Mrs. Davis

MARRIED COUPLE

(with children under 18 living at home)
Outer Envelope:
Mr. and Mrs. Joseph Davis
1234 Jadlyn Lane
Fairlawn, Ohio 44333

Inner Envelope:
Mr. and Mrs. Davis
Abby and Joseph

SISTERS (same residence over 18 years)

Outer Envelope:
Misses Abby and Anne Davis
1234 Jadlyn Lane
Fairlawn, Ohio 44333

Inner Envelope:
The Misses Davis

MARRIED COUPLE (woman is a doctor)

Outer Envelope:
Doctor Abby Davis
Mr. Joseph Davis
1234 Jadlyn Lane
Fairlawn, Ohio 44333

Inner Envelope:
Doctor and Mr. Davis

UNMARRIED COUPLE (same household)

Outer Envelope:
Ms. Abby Janson
Mr. Joseph Davis
1234 Jadlyn Lane
Fairlawn, Ohio 44333

Inner Envelope:
Ms. Janson
Mr. Davis

WIDOW (it is acceptable to ask guest how to address)

Outer Envelope:
Mrs. Joseph Davis
1234 Jadlyn Lane
Fairlawn, Ohio 44333

Inner Envelope:
Mrs. Davis

MARRIED COUPLE

(with children under 18, outer envelope only)
Single Envelope:
Mr. and Mrs. Joseph Davis
Abby and Joseph
1234 Jadlyn Lane
Fairlawn, Ohio 44333

OVER 18 LIVING WITH PARENTS

Outer Envelope:
Miss [or Ms.] Abby Janson
Mr. Joseph Davis
1234 Jadlyn Lane
Fairlawn, Ohio 44333

Inner Envelope:
Miss [or Ms.] Janson
Mr. Davis

BROTHERS (same residence over 18 years)

Outer Envelope:
Messrs. Joseph and Steven Davis
1234 Jadlyn Lane
Fairlawn, Ohio 44333

Inner Envelope:
The Messrs. Davis

MARRIED COUPLE (both are doctors)

Outer Envelope:
The Doctors Davis
1234 Jadlyn Lane
Fairlawn, Ohio 44333

Inner Envelope:
The Doctors Davis

SINGLE PERSON (with unknown guest)

Outer Envelope:
Ms. Abby Janson
1234 Jadlyn Lane
Fairlawn, Ohio 44333

Inner Envelope:
Ms. Janson and guest

DIVORCED WOMAN

(it is acceptable to ask guest how to address)
(maiden name or first name followed by married name)
Outer Envelope:
Ms. Abby Smith [if married name is retained]
or
Ms. Abby Janson [if married name is not retained]

Inner Envelope:
Ms. Smith
or
Ms. Janson

VERSE ETIQUETTE

Quick Reference

- ▶ "request the honour of your presence" is used on an invitation to a wedding that is located in a house of worship
- ▶ "request the pleasure of your company" is used on an invitation that is located outside a house of worship; it is also used on the reception invitation
- ▶ the bride and groom's middle names are included, however, their parents' middle names are not necessary
- ▶ half hours are written as "half after four o'clock"
- ▶ "evening" begins at six o'clock at five o'clock in the afternoon at six o'clock in the evening
- ▶ the year should not be capitalized; however, it is commonly shown that way
- ▶ zip codes are not included on the invitation or reception card
- ▶ punctuation is not used except for abbreviations such as "Mr. or Mrs." and for separating a phrase
- ▶ Mister (Mr.) and Misses (Mrs.) are abbreviated, however, Doctor, Reverend, and Captain should be written in full
- ▶ North and South are written in full if they precede the street name (123 South Main Street); a comma is added after the street name and an abbreviation is used if it comes after the address (123 Main Street, N.W.)
- ▶ numbers are written out except for the street address; in general, the number is written out if the number is less than 10
- ▶ an invitation to the ceremony alone does not require a response card