

TABLE OF CONTENTS



01 FORMAL VS. INFORMAL

02 MARRIED COUPLES

03 UNMARRIED AND SINGLE GUESTS

04 PLUS ONES AND OTHER SITUATIONS

FORMAL VS. INFORMAL

Using formal addressing is traditional, and recommended. Unless your event is very relaxed, err on the side of formality.

For married couples it is traditional to only list the man's name, however many couples opt to include both names.

FORMAL EXAMPLE:

Mr. and Mrs. John Smith
or Mr. and Mrs. John and Jane Smith
1234 Street Road
New Hope, Pennsylvania 18938

INFORMAL EXAMPLE:

John and Jane Smith
1234 Street Road
New Hope, Pennsylvania 18938



HONORIFIC EXAMPLES

MARRIED COUPLES

A MARRIED COUPLE

Mr and Mrs. John Smith

Or Mr. and Mrs. John and Jane Smith

Or Mrs. and Mrs. Jane and Judy Smith

A MARRIED COUPLE WITH DIFFERENT LAST NAMES

The person you are closer with should come first in this situation

Mrs. Jane Smith and Mr. John Doe

A Hyphenated Last Name is always listed last

Mr. John Doe and Mrs. Jane Smith-Doe

A FAMILY WITH CHILDREN

can be listed as "Family" or by mentioning the couple or parents and the children on a second line. It's optional to use salutations if the children are under age 18.

The Smith Family

Or Mr. and Mrs. John Smith

Lisa, Jane, and Joe

MARRIED DOCTORS WITH DIFFERENT LAST NAMES

Note: the title Doctor is reserved for medical doctors and ministers with advanced degrees

Usually the woman's name is listed first or in alphabetical order

Doctor Jane Smith and Doctor John Doe

MARRIED DOCTORS WITH THE SAME LAST NAME

The Doctors Smith

ONE PARTNER IS A DOCTOR

Doctor and Mrs. John Smith

Doctor Jane Smith and Mr. John Smith

ONE PARTNER IS A JUDGE

The Honorable Mrs. Jane Smith and Mr. John Smith

The Honorable and Mrs. John Smith

A DISTINGUISHED TITLE

Clergy, rabbis, military personnel, etc. The person with the title is listed first, if both have a title the person with highest rank is listed first.

Rabbi and Mrs. John Smith

Captain Jane Smith and Major John Smith, US Army

Ij

HONORIFIC EXAMPLES

UNMARRIED OR SINGLE GUESTS

AN UNMARRIED COUPLE

List both guest's names, you can list the person you are closer with first. If you are equally close with both guests, you can list guests alphabetically by last name.

Mr. James Doe and Mr. John Smith

A SINGLE MAN

If above 18 use "Mr."

Mr. John Smith

If younger than 18, a salutation is optional
John Smith

A SINGLE WOMAN

If above the age of 18 us "Ms."

Ms. Jane Doe

If younger than 18 us Miss
Miss Jane Doe

A WIDOW

Mrs. or Ms. Is appropriate and depends on their preference, you may also list her late husband's full name.

Mrs. John Doe

or Mrs. Jane Doe

or Ms. Jane Doe

A DIVORCED WOMAN

Ms. Is usually appropriate.

If they use their married last name us Mrs.

If they use their maiden name use Ms.



HONORIFIC EXAMPLES PLUS ONES AND OTHER SITUATIONS

PLUS ONE

“Guest” will be lower case on the envelope.
Mr. James Smith and guest

PRIEST OR DEACON

Father James Smith
Deacon and Mrs. John Smith

NON-BINARY GUEST OR COUPLE

And/or prefers they/them pronouns
Use Mx.

Mx. John Smith
Mr. John Smith and Mx. Jane Smith
Mx. and Mx. John and Jane Smith
Mr. and Mx. John and Jane Smith

