



Guest List Addressing Tips

General tips on how to address inner and outer envelopes

On inner envelopes...

- Exclude the first names of the recipients
- Example: Mr. and Mrs. Drake
- Write the first names of children to be invited below the parents' names in the order of age
- Example 1st line: Mr. and Mrs. Drake
- Example 2nd line: Steven, Sarah, and Courtney
- Children over the age of 18 should receive their own invitation
- Omit children's names if you are planning an adults-only celebration
- 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"
- Example: Miss Carson and Guest

On outer envelopes...

- use full names and formal titles, do not abbreviate (except for Mr., Mrs., Ms., Jr.)
- do not use symbols, spell out the word "and"
- do not use initials, spell out all names
- do not write "and family" or "and guest" that is written on the inner envelope (see #2 and #5 under inner envelopes)
- use figures only when writing house numbers and zip codes
- example: 215 North Fifth Street
- write out the words "Street", "Boulevard", "Avenue", etc.
- do not abbreviate state names

When outer envelopes only are used...

- use full names and formal titles, do not abbreviate (except for Mr., Mrs., Ms., Jr.)
- do not use symbols, spell out the word "and"
- do not use initials, spell out all names
- children over the age of 18 should receive their own invitation
- omit children's names if you are planning an adults-only celebration
- write the first names of children to be invited below the parent's names in order of age
- example 1st line: Mr. and Mrs. Drake
- example 2nd line: Steven, Sarah and Courtney
- or you may write "and family" if children are to be included in the invitation
- example 1st line: Mr. and Mrs. Drake
- example 2nd line: and Family
- if an invitation to a single guest extends to an unknown escort, address the envelope with your friend's name followed by "and Guest".
- example: Miss Carson and Guest
- use figures only when writing house numbers and zip codes
- example: 215 North Fifth Street
- write out the words "Street", "Boulevard", "Avenue", etc.
- do not abbreviate state names

continued...

Proper etiquette on how to address your envelopes

Person(s) Receiving Invitation	Outer with Inner Envelope & Outer Only Envelope	Inner Envelope
Relatives <i>(outer – formal inner – what you call them)</i>	Mr. and Mrs. John Doe	Aunt Jan and Uncle John
Married Couple with children under 18 <i>(If children are invited. The children's names appear on the second line in order of seniority regardless of sex) (Address the envelope to the parents only, if children are not invited)</i>	Mr. and Mrs. Steven Smith or Mr. and Mrs. Steven Smith and Family <i>(or Children)</i>	Mr. and Mrs. Smith Ann and Stuart or Mr. And Mrs. Smith Miss Ann Smith Mr. Stuart Smith
Married Couple with children over 18 <i>(address the envelopes to the parents only, children over 18 should receive a separate invitation)</i>	Mr. and Mrs. Steven Smith	Mr. and Mrs. Smith
Married Couple <i>(when the woman kept maiden name)</i>	Mrs. Susan Smith and Mr. John Doe	Mrs. Smith and Mr. Doe
Brothers or Sisters at same address <i>(Children over 18 years old receive their own invitation, even if they are living with their parents)</i>	Messrs. John and Stuart Smith or Misses Ann and Beth Smith or Miss <i>(Ms.)</i> Ann Smith and Miss Beth Smith	The Messrs. Smith or The Misses Smith or Miss <i>(Ms.)</i> Smith and Miss Smith
Wife uses maiden name	Miss Jan Doe and Mr. Steven Smith	Miss Doe and Mr. Smith
Separated Woman	Mrs. John Doe or Mrs. Jan Doe	Mrs. Doe
Divorced Woman	Miss Jan Doe or Mrs. Jan Doe or Ms. <i>(Miss)</i> Jan Smith <i>(maiden name restored)</i>	Miss Doe or Mrs. Jan Doe or Ms. <i>(Miss)</i> Smith
Widow	Mrs. John Doe or Mrs. Jan Doe	Mrs. Doe or Mrs. Doe
Jr. or junior	Mr. Steven Smith, Jr. or Mr. Steven Smith junior	Mr. Smith
II, III	Mr. Steven Smith III	Mr. Smith
Unmarried couple living together <i>(address alphabetically by last name)</i>	Miss Jan Doe and Mr. Steven Smith	Miss Doe and Mr. Smith

continued...

Unmarried couples who do not share the same residence <i>(Send the invitation to the closest friend)</i>	Miss Jan Doe	Miss Doe and Mr. Smith
Single person and Guest	Miss Jan Doe or Mr. John Doe or Miss Jane Doe and Guest <i>(if outer only envelope)</i>	Miss Doe and Guest or Mr. John Doe and Guest
Single person and Guest	Miss Jan Doe or Mr. John Doe or Miss Jane Doe and Guest <i>(if outer only envelope)</i>	Miss Doe and Guest or Mr. John Doe and Guest
Married couple both Doctors (M.D.)	The Doctors Smith or Doctors Jan and John Smith or Dr. Jan Doe and Dr. Steven Smith	The Doctors Smith or Doctor Doe and Doctor Smith
Wife only has title (M.D.)	Doctor Jan Smith and Mr. Steven Smith	Doctor Smith and Mr. Smith
Doctor (Ph.D.)	Dr. Steven Smith	Dr. Steven Smith
Couple in which one or both are lawyers	Mr. and Mrs. Steven Smith	Mr. and Mrs. Smith
Elected Officials "The Honorable" may be used to address: Cabinet Members; Presidential Assistants; Ambassadors; Judges; All members of Congress; Heads, Assistant Heads and Commissioners of US Government Agencies; Governor and Lieutenant Governor; Secretary of State, Chief Justice and Attorney General of a State; State Treasurer; Comptroller, Auditor, State Representative; Assemblyman or Delegate; Mayor; Members of City Council; Commissioners; etc.	The Honorable Steven Smith <i>(if single)</i> The Honorable Steven Smith and Mrs. Smith <i>(if man and married)</i> The Honorable Susan Smith and Mr. Steven Smith <i>(if woman and married)</i>	The Honorable Smith The Honorable and Mrs. Smith The Honorable and Mr. Smith
Officer - Male who is active duty or retired from the service	General and Mrs. Steven Smith	General and Mrs. Smith
Officer - Female who is active duty or retired from the service	Captain Susan Smith, U.S. Army Mr. Steven Smith	Captain Smith and Mr. Smith

continued...

Officers – Married Couple <i>(if the wife out ranks the husband, then she is listed first)</i>	Major Jan Doe and Lieutenant John Doe	Major Doe and Lieutenant Doe
President of the United States Address: The White House Washington, D.C. 20500 The White House will send you an official greeting	The President and Mrs. Smith <i>(if man)</i> The President and Mr. Smith <i>(if woman)</i>	The President and Mrs. Smith The President and Mr. Smith

Addressing Clergy

Person(s) Receiving Invitation	Outer with Inner Envelope & Outer Only Envelope	Inner Envelope
THE POPE Address: Vatican City, Italy The Pope will send you a Papal Blessing	His Holiness, The Pope	His Holiness, The Pope
CARDINAL	His Eminence, Steven, Cardinal Smith	His Eminence, Cardinal Smith
ARCHBISHOP (RC)	The Most Reverend Steven Smith	Archbishop Smith
BISHOP (PE)	The Most Reverend Dr. and Mrs. Steven Smith	Bishop Smith and Mrs. Smith
BISHOP (Methodist)	The Reverend Steven Smith and Mrs. Smith	Bishop Smith and Mrs. Smith
BISHOP (Mormon)	Bishop and Mrs. Steven Smith	Bishop and Mrs. Smith
DEAN (PE)	The Very Reverend and Mrs. Steven Smith <i>(if man)</i> The Very Reverend Susan Smith and Mr. Steven Smith <i>(if woman)</i>	The Very Reverend and Mrs. Smith Bishop Smith and Mr. Smith
CANON	The Reverend Canon and Mrs. Steven Smith <i>(if man)</i> The Reverend Susan Smith and Mr. Steven Smith <i>(if woman)</i>	The Reverend and Mrs. Smith Canon Smith and Mr. Smith
MONSIGNOR	The Right Reverend Monsignor Steven Smith	Father Smith or Monsignor Smith
PRIEST	The Reverend Father <i>(or the Right Reverend)</i> Steven Smith	Father Smith
MINISTER	The Reverend and Mrs. Steven Smith	The Reverend and Mrs. Smith

continued...

MOTHER SUPERIOR	Mother Susan Smith	Mother Smith
SISTER	Sister Susan Smith	Sister Susan
BROTHER	Brother Steven Smith	Brother Steven
RABBI	Rabbi and Mrs. Steven Smith <i>(if man)</i> Rabbi Susan Smith and Mr. Steven Smith <i>(if woman)</i>	Rabbi and Mrs. Smith Rabbi Smith and Mr. Smith
RABBI (with Doctorate)	Rabbi <i>(or Dr.)</i> and Mrs. Steven Smith	Rabbi <i>(or Dr.)</i> and Mrs. Smith
CANTOR	Cantor and Mrs. Steven Smith <i>(if man)</i> Cantor Susan Smith and Mr. Steven Smith <i>(if female)</i>	Cantor and Mrs. Smith Cantor Smith and Mr. Smith
CHAPLAIN	Chaplain and Mrs. Steven Smith	Chaplain and Mrs. Smith
MINISTER OR PASTOR	The Reverend and Mrs. Steven Smith <i>(if man)</i> The Reverend Sherri Smith and Mr. Steven Smith <i>(if woman)</i> The Reverend Dr. and Mrs. Steven Smith <i>(with Doctorate)</i>	The Reverend <i>(or Pastor)</i> and Mrs. Smith The Reverend <i>(or Pastor)</i> Smith and Mr. Smith The Reverend Dr. And Mrs. Smith