



J E N S I M P S O N

d e s i g n

bespoke invitations & stationery

ETIQUETTE GUIDE

Table of contents

INVITATION VERBIAGE	PAGE
Bride's Parents Hosting	2
Couple Hosting With Their Families	3
Groom's Parents Co-Hosting	4
Bride And Groom Hosting	5
Catholic Wedding	6
Divorced Parents Hosting	7
Including Deceased Parents	8
Groom's Parents Hosting	8
Alternate Wording Options	9
Reception Only	9
TIPS AND RSVP CARD ADDITIONS	10
INSERT CARD VERBIAGE	11-12
SAVE THE DATE VERBIAGE	13
ENVELOPE ADDRESS ETIQUETTE	14-15



bride's parents hosting

EXAMPLE 1

formal · secular location

Mr. and Mrs. Michael Higgins
request the pleasure of your company
at the marriage of their daughter
Jennifer Leigh
to
Lucas Allan Simpson
Saturday, the eighteenth of July
Two thousand and nine
at half past five o'clock in the evening
Cherry Valley Lodge
Newark, Ohio
Dinner and dancing under the stars to follow

EXAMPLE 2

formal · secular location

it's most traditional to include the names of the groom's parents after the groom's name.

Mr. and Mrs. Michael Higgins
request the honor of your presence
at the marriage of their daughter
Jennifer Leigh
to
Lucas Allen Simpson
son of Mr. and Mrs. Scott Simpson
Saturday, the eighteenth of July
Two thousand and nine
at five thirty in the evening
Cherry Valley Lodge
Newark, Ohio
Reception immediately Following

EXAMPLE 3

formal · held in a religious house of worship

Mr. and Mrs. Patrick Lewis Manning
request the honour of your presence
at the marriage of their daughter
Amelia Rose
to
Mr. Liam Quinlan Cullen
Saturday, the fifth of June
Two thousand and fifteen
at half after ten in the morning
Cathedral of the Immaculate Conception
Syracuse, New York

-2-



couple hosting with their families

EXAMPLE 1

formal · secular location

Together with their families
Amelia Rose Manning
and
Liam Quinlan Cullen
request the pleasure of your company
at the celebration of their wedding
Saturday, the fifth of June
Two thousand and fifteen
at half after ten in the morning
Cathedral of the Immaculate Conception
Syracuse, New York

EXAMPLE 2

less formal

Together with their parents
Amelia Manning
and
Liam Cullen
invite you to their wedding
Saturday, the fifth of June
Two thousand and fifteen
at three o'clock in the afternoon
Gilfillan's West Hill Country Club
Camillus, New York
Reception to follow

EXAMPLE 3

less formal

With joyous hearts
we invite you to attend
the wedding of
Amelia Manning
and
Liam Cullen
Saturday, the fifth of June
two thousand and fifteen
at three o'clock in the afternoon
Gilfillan's West Hill Country Club
Camillus, New York
Dancing and merriment to follow

-J-

groom's parents co-hosting

EXAMPLE 1

Mr. and Mrs. Patrick Lewis Manning
and
Mr. and Mrs. Riordan Scott Cullen
request the pleasure of your company
at the marriage of their children
Jennifer Leigh
and
Lucas Allan
Saturday, the eighteenth of July
Two thousand and nine
at five o'clock in the evening
Cherry Valley Lodge
Newark, Ohio
Dinner and dancing under the stars to follow

EXAMPLE 2

Mr. and Mrs. Patrick Lewis Manning
together with
Mr. and Mrs. Riordan Timothy Cullen
request the pleasure of your company
at the marriage of their children
Jennifer Leigh
and
Lucas Allen
Saturday the eighteenth of July
Two thousand and nine
At five o'clock in the evening
Cherry Valley Lodge
Newark, Ohio
Dinner and dancing under the stars to follow

EXAMPLE 3

Mr. and Mrs. Patrick Lewis Manning
and
Mr. and Mrs. Riordan Timothy Cullen
request the pleasure of your company
at the marriage of their children
Jennifer Leigh
and
Lucas Allan
Saturday, the eighteenth of July
Two thousand and nine
at five o'clock in the evening
Cherry Valley Lodge
Newark, Ohio
Dinner and dancing under the stars to follow

When the groom's parents are contributing financially
to the wedding, and both sets of parents are hosting,
the groom's parents can be added at the top of the invitation.



bride and groom hosting

EXAMPLE 1

Jennifer Leigh Higgins
and
Lucas Allen Simpson
request the pleasure of your company
as we begin our new life together
Saturday, the eighteenth of July
Two thousand and nine
at five o'clock in the evening
Cherry Valley Lodge
Newark, Ohio
Dinner and dancing to follow

EXAMPLE 2

Julia Esabella Sanmeters
and
Nicholas Kristoff Demett
request the honour of your presence
at their marriage
Sunday, the seventh of October
Two thousand eighteen
at six o'clock in the evening
Mount Zion Church
Chicago, Illinois
Reception to follow

EXAMPLE 3

formal · secular location

The pleasure of your company
is requested at the wedding of
Miss Amelia Rose Manning
to Mr. Liam Quinlan Cullen
Saturday, the fifth of June
Two thousand twenty
at half after ten in the morning
Cherry Valley Lodge
Newark, Ohio
Dinner and dancing to follow

EXAMPLE 4

formal · religious location

The honor of your presence
is requested at the wedding of
Miss Amelia Rose Manning
to
Mr. Liam Quinlan Cullen
Saturday, the fifth of June
Two thousand twenty
at half after ten in the morning
Cathedral of the Immaculate Conception
Syracuse, New York



catholic wedding

EXAMPLE 1

Mr. and Mrs. Calvin Walter Hughes
request the honor of your presence
at the marriage of their daughter
Leslie Allison
to
Noah Christopher Nelson
Son of Mr & Mr. Robert Nelson
Saturday, the twenty-third of November
Two thousand sixteen
at three o'clock in the afternoon
Our Lady of Guadalupe Catholic Church
La Habra, California

EXAMPLE 2

Mr. and Mrs. Timothy Nelson
and
Mr. and Mrs. Alex Vickers
invite you to share in the joy
of their children as they exchange vows
at the Nuptial Mass uniting
Amber Nelson
To
Greg Vickers
Saturday, the twenty-fifth of September
Two thousand sixteen
at four o'clock the afternoon
Saint James Catholic Church
415 Vincent Street
Redondo Beach, California

EXAMPLE 3

Together with their families
Amelia Jean Stern
&
Michael Evan Mathers
request the honor of your presence
at their marriage in the Sacrament of Holy Matrimony
and the celebration of the Nuptial Mass
Saturday, the eight of June
Two thousand and fifteen
at half past four o'clock in the afternoon
Saint Mary's Cathedral
Boston, Massachusetts

EXAMPLE 4

Mr. and Mrs. Jim Williams
request the honor of your presence
at the Nuptial Mass uniting their daughter
Sophia Anne
to
Alexander Michael Miller
In the Sacrament of Holy Matrimony
Saturday, the eighth of July
Two thousand and fifteen
at three o'clock in the afternoon
St. Anthony's Catholic Church
1280 San Antonio Avenue
Carson City, Nevada

divorced parents hosting

EXAMPLE 1

*bride's divorced parents are hosting · divorced parents are not remarried
formal wording · religious location*

Ms. Margo Luanne Manning
Mr. Patrick Lewis Manning
request the honour of your presence
at the marriage of their daughter
Amelia Rose
to
Mr. Liam Quinlan Cullen
Saturday, the fifth of June
Two thousand and fifteen
at half after ten in the morning
Cathedral of the Immaculate Conception
Syracuse, New York

EXAMPLE 2

*bride's divorced parents are hosting · divorced parents are remarried
formal wording · religious location*

Mr. and Mrs. Zachary Richard Bronson
Mr. and Mrs. Patrick Lewis Manning
request the honour of your presence
at the marriage of their daughter
Amelia Rose Manning
to
Mr. Liam Quinlan Cullen
Saturday, the fifth of June
Two thousand and fifteen
at half after ten in the morning
Cathedral of the Immaculate Conception
Syracuse, New York

EXAMPLE 3

*both sets of parents have been divorced and remarried
formal wording · secular location*

Mr. and Mrs. Zachary Richard Bronson
Mr. and Mrs. Patrick Lewis Manning
and
Mr. and Mrs. Caleb Micah Coy
Mr. and Mrs. Riordan Scott Cullen
request the pleasure of your company
at the marriage of
Amelia Rose Manning
to
Liam Quinlan Cullen
Saturday, the fifth of June
Two thousand and fifteen
at three o'clock in the afternoon
Gilfillan's West Hill Country Club
Camillus, New York

including deceased parents

EXAMPLE 1

including the deceased parent of the bride on the invitation
formal wording · religious location

Amelia Rose Manning
daughter of
Mrs. Margo Manning and the late Mr. Patrick Manning
and
Liam Quinlan Cullen
request the honour of your presence
at their wedding
Saturday, the fifth of June
Two thousand and fifteen
at half after ten in the morning
Cathedral of the Immaculate Conception
Syracuse, New York

EXAMPLE 2

including the deceased parent of the groom on the invitation
both bride's and groom's parents are hosting · formal wording · religious location

Mr. and Mrs. Patrick Lewis Manning
together with
Mrs. Tara Emma Cullen
request the honour of your presence
at the wedding of
Amelia Rose Manning
and
Liam Quinlan Cullen
son of
the late Mr. Riordan Scott Cullen
Saturday, the fifth of June
Two thousand and fifteen
at half after ten in the morning
Cathedral of the Immaculate Conception
Syracuse, New York

groom's parents hosting

EXAMPLE 1

formal wording · religious location

Mr. and Mrs. Riordan Scott Cullen
request the honour of your presence
at the marriage of
Amelia Rose Manning
to their son
Liam Quinlan
Saturday, the fifth of June
Two thousand and fifteen
at half after ten in the morning
Cathedral of the Immaculate Conception
Syracuse, New York

EXAMPLE 2

formal wording · secular location

Mr. and Mrs. Riordan Scott Cullen
request the pleasure of your company
at the marriage of
Amelia Rose Manning
to their son
Liam Quinlan
Saturday, the fifth of June
Two thousand and fifteen
at three o'clock in the afternoon
Gilfillan's West Hill Country Club
Camillus, New York



alternate wording options

Mr. and Mrs. Patrick Lewis Manning
invite you to witness and celebrate
the marriage of their daughter

OR

In the celebration of love,
Mr. and Mrs. Patrick Lewis Manning
request the pleasure of your company...

OR

Mr. and Mrs. Patrick Lewis Manning
invite you to share
in the joy of the marriage of their daughter...

OR

Mr. and Mrs. Patrick Lewis Manning
joyfully invite you to share
in the marriage of their daughter...

OR

Patrick and Margo Manning
invite you to share in the celebration
of the marriage of their daughter

reception only

EXAMPLE 1

Mr. and Mrs. John Youngren
have the pleasure of announcing
the marriage of their daughter
Josilyn Youngren
to
Bailey Alvarez
Please join Mr. and Mrs. Alvarez
in celebration of their marriage
at the wedding reception
on July 6, 2015
at 7 o'clock in the evening
1824 House
2150 Main Street
Waitsfield, Vermont
Merriment all night

EXAMPLE 2

Mike and Hailey
are happy to announce their marriage
that took place in a private ceremony
on Wednesday, the ninth of November
two thousand sixteen
in Los Cabos, Mexico
Please join them to celebrate
on Saturday, the twenty-second of November
two thousand sixteen
at six o'clock in the evening
Shoreview Golf Club
1000 Red Fox Road
Shoreview, Minnesota 55126

Tips

- If the ceremony is held at a place of worship, the request line (the 2nd line of our example) is "request the honour of your presence."
If the ceremony is held at a non-religious, secular location, the request line is "request the pleasure of your company."
- The British spelling "honour" is most traditional, but if you'd like to use the American spelling ("honor") it's still just as correct. Just make sure to be consistent throughout your wedding suite — i.e. if you use "honour" on your invitation, spell "favour" on the reply card the British way.

ADULTS ONLY

- "Adults only" listed at the bottom of the invitation
- Address your envelopes to the guests invited
- Include this on your wedding website
- Mention that it is an adults only event on your RSVP:
___ Adults will attend
or
Please celebrate with us at an adults-only reception immediately following the ceremony

BLACK TIE

- The appearance of "Black tie" on an invitation indicates unequivocally that the host expects tuxedos to be worn.

"Black tie preferred" This terminology is used by those who want to host a very formal party but do not want to exclude guests that cannot afford a tuxedo.

"Black tie optional" (or Black tie invited) allows hosts to suggest that men wear tuxedos but not to insist on it.

If included on the invitation, "Black tie" should be written in the lower right on a reception invitation.

REGISTRY

- Don't mention gifts or registry information on the wedding invitation or in the suite. Instead, use and insert card to direct guests to a website where the information is located.

items to add to an RSVP card

- If you wish to control the number of seats available to the invitees:
___ seat(s) have been reserved in your honor
- If you want to know how many plan to come:
___ number of guests
- A line for dietary concerns
- A line for meal options if the dinner is plated - written out or animal icons
- A song request line
- Accept / regret line for any other wedding events



insert card wording examples

ACCOMMODATIONS

A block of rooms has been reserved at
Winchester Courtyard By Marriott
300 Marriott Drive
Winchester, Virginia 22603
1.800.321.2211

The block is held from august 17-19.
Please mention burstock-davison wedding
-or-

Book online
cwp.marriott.com/wgoc/burstockdavisonwedding

Reservations must be made by july 27, 2012

RECEPTION

Please join us
at a reception to follow the ceremony
Winchester Country Club
1300 Senseny Road
Winchester, Virginia

Dinner and Dancing
immediately following the ceremony
The Chanler at Cliff Walk
Newport, Rhode Island
Black tie

Please join us for cocktails, dinner and dancing
in honor of the new
Mr. and Mrs. Daniel Richard Smith
at six o'clock in the evening
Panther Creek Country Club
3001 Panther Creek Drive
Springfield, Illinois

DIRECTIONS

The Grand Tradition
1602 South Mission Road
Fallbrook, California 92028
760.728.6466

Directions to the Grand Tradition Estate from i-5
<INSERT DIRECTIONS>

Directions to the Grand Tradition Estate from i-15
<INSERT DIRECTIONS>

WEBSITE

More information about our day and
details on nearby hotels and transport companies
can be found on our webpage
WWW.REBECCALOVESEWAN.COM

For more information, please visit
WWW.REBECCALOVESEWAN.COM

Please help us to capture our day
by uploading your photos with the hashtag
#REBECCALOVESEWAN

PARKING

Transportation will be provided
from the hotel to the venue.
Valet parking will be available at Café Brauer.

-11-



insert card wording examples

REHEARSAL DINNER

Please join us for a
rehearsal dinner celebrating
taylor & andrew
friday, the twenty-seventh of april
two thousand and eighteen
at six o'clock in the evening

the sunset restaurant
malibu, california

Hosted by the Williams Family

RSVP to Barbara at 714.676.7915

WELCOME PARTY

The night before...
Sunset Welcome Dinner

Friday, September 25th
5:30pm-8:30pm

The Shores Restaurant
8110 Camino Del Oro
La Jolla, California

Hosted by Jan Josephs

Shuttle service departing
from Rancho Valencia at 4:45pm

BRUNCH

EXAMPLE 1

Please join the new
Mr. & Mrs. Williams
for a farewell lunch

Sunday, the twenty-ninth of April
two thousand and eighteen
at twelve o'clock noon

670 Main Street
Anaheim, California

Hosted by Mike and Barbara Adams

RSVP to Barbara at 714.743.7914

EXAMPLE 2

The morning after...
Farewell Brunch

Sunday, September 27th
from 10:30am-12:00pm

The Hacienda-
Rancho Valencia
5921 Valencia Circle
Rancho Santa Fe, California

Hosted by Tom and Cyndee Spear

-12-



save the date

EXAMPLE 1

Save the Date!
Jennifer Edwards
and
Rick Tyler
are getting married
Friday, June 20, 2018
Honolulu, Hawaii
Invitation to follow
<website>

EXAMPLE 2

Please Save the Date!
Nancy Wagner and Jim wells
will be getting married
on May 24, 2018
Invitation and details to follow

EXAMPLE 3

Please Save the Date of
May 15, 2018
for the wedding of
Caley Jones
and
Tim Wentworthe
Danvers Mansion on Lavender Hill
Wilson, Mississippi
Invitation to follow

EXAMPLE 4

We're tying the knot!
Joanie and Adam
will be married on
June 22, 2014
Grand Isle, Vermont
Invitation to follow
Travel, lodging, and information
www.joan&adam.com

EXAMPLE 5

Save the date
06.05.13
Amelia Manning
+
Liam Cullen
New York City
www.mialovesliam.com

EXAMPLE 6

A Great Girl, A Great Man
Save the Date, That's the Plan!
Janice Elby
&
Chris Grand
February 17, 2018
Atlanta, Georgia

Formal Invitation to Follow



envelope address etiquette

THE OUTER ENVELOPE

These rules apply mainly to formal invitations, but you can apply them to your Save the Dates if you prefer to convey a more formal tone from the start.

- All words such as "Street," or "Boulevard" are spelled out.
- State names may be written in full or use the two-letter postal code abbreviation.
- The outer envelope is addressed conventionally using titles, first, (middle), and last names.
- No abbreviations or middle initials are used when addressing formal invitations.
- If the invitee is allowed to bring a guest, include "and guest" or write out the guest's full name.
Logan Wilson and Guest Logan or Wilson and Katie Smith
- "Miss" should be used for girls under 18; "Ms." should be used for women over the age of 18 who are not married.
- Boys don't need a title until they're 18—then they're addressed as "Mr."

THE INNER ENVELOPE

It is more formal and traditional to use an inner envelope but is not necessary.

Historically, the footman would deliver the wedding invitations, set inside an outer envelope. A servant would receive the package and remove the inner envelope from the outer.

They would then deliver the invitation to the appropriate member of the household to whom the inner envelope was addressed.

Today, many brides continue to use both an inner and outer envelope, as it has become part of traditional wedding invitation etiquette.

A MARRIED COUPLE

outer envelope

Mr. John and Mrs. Samantha Holt

or

Mr. and Mrs. John Holt

inner envelope

Mr. and Mrs. Holt

or

John and Samantha

MARRIED COUPLE WITH DIFFERENT LAST NAMES

List the person you're closest with first on the outer and inner envelopes.

If you're similarly acquainted with both, list them in alphabetical order.

outer envelope

Mr. John Holt and Mrs. Samantha Thuermer

inner envelope

Mr. Holt and Mrs. Thuermer

or

John and Samantha

envelope address etiquette

AN UNMARRIED COUPLE LIVING TOGETHER

As with a married couple, both names should be included on the envelopes, but in this case, each name gets its own line.

outer envelope
Mr. Joseph Hirsch
Ms. Rebecca Strecker

inner envelope
Mr. Hirsch
Ms. Strecker

A SAME-SEX COUPLE

Use the same rules you would for any other unmarried or married couple. If the couple is married, list the names on the same line.

outer envelope
Ms. Celine Elgin and Ms. Jacqueline Purcell
or
Celine Elgin and Jacqueline Purcell

inner envelope
Ms. Elgin and Ms. Purcell
or
Celine and Jacqueline

A MARRIED WOMAN DOCTOR OR TWO MARRIED DOCTORS

If a woman uses her maiden name professionally and socially, the envelopes should read:

outer envelope
Dr. Anne Barker and Mr. Peter Underwood
If she uses her husband's name socially:
Dr. Anne and Mr. Peter Underwood

If both parties are doctors, you can address the outer envelope:
Doctors Anne and Peter Underwood

inner envelope
Dr. Barker and Mr. Underwood
or
The Doctors Underwood

THOSE WITH OTHER DISTINGUISHED TITLES

Apply the same rules you use for doctors for military personnel, judges, reverends and so on. If both titles don't fit on one line, indent the second line.

outer envelope
The Honorable Jane Kelly and Lieutenant Jonathan Kelly, US Navy

Or if they're both captains in the military:
Captains Jane and Jonathan Kelly, US Navy

inner envelope
Judge Kelly and Lieutenant Kelly, US Navy
or
The Captains Kelly

CHILDREN AND FAMILIES

Children below the age of 18 should receive the same invitation as their parents.

Their names should be written on the line below their parents if invited.

Children above the age of 18 should receive their own invitation even if they are living at home.

Use "and family" on the line below the parents formal title if the entire household is invited.

outer envelope
Mr. and Mrs. Michael Abraham
Daniel, Jeffrey, Miss Brittany and Miss Kelly

inner envelope
Ms. Elgin and Ms. Purcell
Daniel, Jeffrey, Brittany and Kelly
or
Celine and Jacqueline
Daniel, Jeffrey, Brittany and Kelly

If you don't include each child's name, you're implying that children are not invited. That said, don't be surprised if some guests still mistakenly assume their children are welcome. Include "Adults only" on the invitation or add "___ seat(s) have been reserved in your honor" on the RSVP to reiterate.