

# ETIQUETTE ADVICE

## FORMAL INVITATION WORDING

- Write out names in full, including middle names. Omit a middle name rather than using an initial.
- Spell out all words, including the time, date and year.
- Afternoon begins at twelve o'clock. Evening starts at six o'clock.
- Spell out all words in the address, including Street, Road and Avenue. The two exceptions to this rule are Saint (St.) and Mount (Mt.).
- Zip codes are not included on the invitation.
- Use Roman numerals in names rather than "the second" or "2nd".
- Do not make any mention of gifts or registries.
- Because so many different types of families and situations exist, wording your invitation can be complicated. Please see the section on wording examples for extra help.

## GUEST LIST

To determine the number of invitations you will need, count one invitation for each:

- couple
- single guest
- Officiant and his/her spouse
- family with children under 18
- each attendant or member of the bridal party
- After estimating the number of invitations, add 10-25 extra. It is much more expensive to reprint at a later time.

## ADDRESSING THE ENVELOPE

Just like on the invitation there are rules of etiquette when it comes to addressing a formal invitation.

- It is traditional to use the complete, formal name and address of your guest on the mailing envelope.
- Do not use abbreviations other than "Mr.", "Mrs.", or "Ms."
- Spell out all street names.
- For examples of envelope addressing, please see the section on envelope addressing.

## POSTAGE AND MAILING

- Do not assume you know how much mailing an invitation will cost. Take a completed invitation (including all enclosures) to your local post office to have it weighed. They will tell you an exact cost.

Ideally, your invitations should be ready to mail 8 weeks before your event date.