



**carla david**  
*design*

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### **{Addressing Envelopes}**

Tackling the assembly and addressing of wedding invitations might seem cumbersome but it really signifies the {home-stretch} of the wedding planning timeline!

Wedding invitations should arrive to your guests six to eight weeks before the wedding to give your guest plenty of time to respond. The deadline for responses is typically two to three weeks prior to the wedding to be sure that you can get a final headcount and finalize all remaining plans.

### **{Outer and Inner Envelopes}**

An inner envelope is not necessary and is one area where you can cut back on using paper! Two envelopes do however ensure that your guests will receive a neat and clean envelope since the outer envelope might get dirty/ripped/smeared in the mail.

The outer envelope includes all of the information the postal service needs for delivery. The inner envelope should have the names of the invited guests in the household (including children, whose names do not appear on the outer envelope)

### **{Etiquette for addressing}**

Full names with the appropriate titles should always be written on the outer envelope. The inner envelope names/titles will differ depending on the formality of the event.

#### *Social Titles*

#### **Married couple - formal:**

{outer} Mr. and Mrs. Micah Cohen  
{inner} Mr and Mrs. Cohen

#### **Married couple - informal:**

{outer} Loren and Dina Nelson  
{inner} Loren and Dina

#### **Married couple formal/Children under 18 living at home:**

{outer} Mr. and Mrs. Karl Carter  
{inner} Mr. and Mrs. Karl Carter  
Miss Zoe Carter

#### **Married couple, different last names - the woman in addressed first in this case**

{outer} Ms. Ariana Rothstein Fisch-Field  
(and) Mr. Greggory Field  
{inner} Ms. Rothstein Fisch-Field  
Mr. Field



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**Married couple, both are doctors, different last names:**

{outer} Doctor Christina Yang  
(and) Doctor Preston Burke  
{inner} Doctor Yang  
(and) Doctor Burke

*Tip: Formal titles, such as Doctor or Lieutenant, should always be spelled out and not abbreviated*

**Single woman, with or without guest:**

{outer} Miss/Ms. Nichole Lewis  
{inner} Miss/Ms. Nichole Lewis  
Or  
Miss Lewis and Guest  
or  
Miss Lewis  
Mr. Cordero

*Tip: The direct guest's name is the only one that appears on the outer envelope. On the inner envelope, however, write their name followed by "and Guest." If you know whom he or she will be bringing, it's more personal to include that person's name, on a separate line*

**{Addresses}**

Do not abbreviate! Spell out all words in an address on your envelopes (i.e. Street not St., Virginia not VA, etc.) House numbers smaller than twenty should also be spelled out for formal invitations. It is up to you if you do the same for informal invites.

**Assembling invitations**

All enclosures should be printed in the same method and on coordinating papers. They should be placed in this order to be inserted into the outer envelope:

Slip the unsealed inner envelope into the outer envelope with the names facing the back flap. Seal, send and wait for those reply cards to start filling your mailbox!