

# The Left Handed Calligrapher

## ETIQUETTE GUIDE

### INVITATION WORDING OPTIONS

#### Bride's Parents Hosting - Religious Location

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 twenty  
at half after ten in the morning  
Cathedral of the Immaculate Conception  
Syracuse, New York

#### Bride's Divorced Parents Hosting - 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 twenty  
at half after ten in the morning  
Cathedral of the Immaculate Conception  
Syracuse, New York

#### Couple Hosting - 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  
Cathedral of the Immaculate Conception  
Syracuse, New York

OR

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 twenty  
at three o'clock  
Gilfillan's West Hill Country Club  
Camillus, New York

\*\* There are many other options for wording your wedding invitations. If you have questions or a particular need please feel free to ask me! e.g. specific religious ceremonies, double weddings, at residence weddings, military weddings

\* 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.

# ENVELOPE ADDRESSING

## Outer Envelope:

The outside envelope is the mailing envelope. Your guests' names and addresses are calligraphed on the face of the envelope.

## Inner Envelope:

The inside envelope informs its recipients which members of the house hold are invited to your wedding. Only surnames and titles are used. If children under eighteen are invited, their given names are written on a second line. Avoid using "and family" as it is ambiguous and may encourage some of your guests to add to your guest list.

In these modern times, it is acceptable for an inside envelope to be omitted. This has an added benefit of saving cost on paper, calligraphy and postage.

## Abbreviations:

No abbreviations are used in the address. Abbreviations such as "St." or "Ave." are never used. The state should be written out and not abbreviated. However, abbreviated titles such as "Mr.", "Mrs.", and "Dr." may be used. Although it is acceptable to abbreviate "junior", its proper usage is to spell it out. When spelled out, it is used with a lower case "j". When abbreviated, and upper case "J" is used. A comma always precedes "junior" whether written out or abbreviated.

### MARRIED COUPLE

OUTSIDE ENVELOPE  
Mr. and Mrs. Troy Clayton

INSIDE ENVELOPE  
Mr. and Mrs. Clayton

### MARRIED COUPLE

with children under eighteen living at home

OUTSIDE ENVELOPE  
Mr. and Mrs. Troy Clayton

INSIDE ENVELOPE  
Mr. and Mrs. Clayton  
Marving and Heather

### MARRIED COUPLE

in which woman kept maiden name

OUTSIDE ENVELOPE  
Ms. Christine Pritchett  
and Mr. Troy Clayton

INSIDE ENVELOPE  
Ms. Pritchett  
and Mr. Clayton

### MARRIED COUPLE

in which both are Doctors

OUTSIDE ENVELOPE  
Doctor and Mrs. Troy Clayton  
or  
The Doctors Clayton  
or  
Doctor Christine Clayton  
and Doctor Troy Clayton

INSIDE ENVELOPE  
Doctor and Mrs. Clayton  
or  
The Doctors Clayton

### WIDOW

OUTSIDE ENVELOPE  
Mrs. Troy Clayton

INSIDE ENVELOPE  
Mrs. Clayton

### UNMARRIED COUPLE LIVING TOGETHER

OUTSIDE ENVELOPE  
Miss Christine Pritchett  
Mr. Troy Clayton  
or  
Ms. Christine Pritchett  
Mr. Troy Clayton

INSIDE ENVELOPE  
Miss Pritchett  
Mr. Clayton  
or  
Ms. Pritchett  
Mr. Clayton

### DIVORCED WOMAN

OUTSIDE ENVELOPE  
Mrs. Christine Pritchett Clayton  
or  
Ms. Christine Pritchett Clayton

INSIDE ENVELOPE  
Mrs. Clayton  
or  
Ms. Clayton

### DIVORCED WOMAN

who has resumed using maiden name

OUTSIDE ENVELOPE  
Ms. Christine Pritchett

INSIDE ENVELOPE  
Ms. Pritchett

### SINGLE WOMAN

OUTSIDE ENVELOPE  
Miss Christine Pritchett  
or with a Date:  
Ms. Christine Pritchett

INSIDE ENVELOPE  
Miss Pritchett  
or  
Ms. Pritchett and guest

### SINGLE MAN

OUTSIDE ENVELOPE  
Mr. Troy Clayton  
or with a Date:  
Mr. Troy Clayton

INSIDE ENVELOPE  
Mr. Clayton  
or  
Mr. Clayton and guest