



WEDDING AND SPECIAL EVENT STATIONERY

ENVELOPE ADDRESSING ETTIQUETTE

This information has been research by various recourses; if you have other suggestions please feel free to contact us

SINGLES

Unmarried female – Miss or Ms Lucy Brown
Female who is divorced and uses their married name – Mrs Lucy Smith
Female who is divorced and uses their maiden name – Ms Lucy Brown
An un married male – Mr Fred Smith

COUPLES

It is said that the husband's first name should never be separated from his surname (i.e. Mr John and Jane Smith)
Married Couples – Mr and Mrs Fred Smith
Mrs Lucy and Mr Fred Smith
Married Couples informal – Lucy and Fred Smith
Married couples where the woman uses her maiden name – Mr Fred Smith and Mrs Lucy Brown
Unmarried couples who do not live together (you should send to who you are most close with) - Ms (or Miss) Lucy Brown
Unmarried Couples who do live together (you should send to who you are most close with) - Ms (or Miss) Lucy Brown and Mr Fred Smith
Couples who are of the same gender (usually the surname is by alphabetical order) - Mr Fred Smith and Mr Frank Brown

CHILDREN (OVER AND UNDER 18 YEARS)

Young Girls under the age of 18 years - Miss Sally Smith
For Girls over the age of 18 years – Ms Lucy Smith
Boys under the age of 9 years – Master Franklin Smith
Boys between nine years and seventeen years, no title is used -Franklin Smith
Boys 18 years and over – Mr Franklin Smith

FAMILIES

If the children's names are not known, or if you are inviting a family with more than three children – Mr and Mrs Fred Smith and Family
Where the children's names are known (alphabetical order) – Mr and Mrs Fred Smith, Franklin and Lucy
You may wish to have the young guests names printed in the invitation rather than the envelope as well.

REVERENDS, DOCTORS, JUDGES AND SERVICE PEOPLE

Check with your guest on how they would be preferred to be addressed. When attending a social function and not representing a service, they may prefer to be addressed normally.
Reverend with married partner – Reverend Fred Smith and Mrs Lucy Smith
Reverend– Reverend Fred Smith
Married Couple where the woman is a Doctor - Doctor Lucy Smith, Mr Fred Smith
Married Couple where both partners are a Doctors - Doctors Fred and Lucy Smith
Judge – The Honourable and Mrs Lucy Smith