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## ADDRESSING YOUR ENVELOPES

As you're organizing your addresses, following please find traditional (1) etiquette guidelines and also (2) modern adaptations to the traditional.

### OTHER GENERAL TIPS:

- Everyone over 18 should receive a separate invitation.
- The only acceptable abbreviations are as follows: Mr., Mrs., Miss, Ms., Jr., Dr., Mx., and military titles.

1) TRADITIONAL ETIQUETTE (per Crane & Co. and Emily Post Institute). Traditional invitation suites always have inner and outer envelopes. The inner envelope bears the title and last names of the specific people invited. This allows the host to be very clear about who is invited, and by omission, who is not invited. Following, please find traditional etiquette guidelines for addressing your outer and inner envelopes. Please note that it's also fine to write familiar names for close family on the inner envelope, for example, Aunt Martha and Uncle Bill.

### SINGLE WOMAN

#### *Outside Envelope*

Miss Page Beacham or Ms. Page Beacham

#### *Inside Envelope*

Miss Beacham or Ms. Beacham

### SINGLE WOMAN & DATE

#### *Outside Envelope*

Miss Carolina Estevez or Ms. Carolina Estevez

#### *Inside Envelope*

Miss Estevez and escort or Miss Estevez and Guest

### OR

Ms. Estevez and escort or Ms. Estevez and Guest

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## SINGLE MAN

*Outside Envelope*

Mr. Brent Habitz

*Inside Envelope*

Mr. Habitz

## SINGLE MAN & DATE

*Outside Envelope*

Mr. Brent Habitz

*Inside Envelope*

Mr. Habitz and guest

## SINGLE NON-BINARY

*Outside Envelope*

Mx. Skye Randall

*Inside Envelope*

Mx. Randall

## SINGLE NON-BINARY & DATE

*Outside Envelope*

Mx. Skye Randall

*Inside Envelope*

Mx. Randall and guest

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## UNMARRIED COUPLE LIVING TOGETHER

### *Outside Envelope*

Miss Brooke Siegel  
Mr. Daniel Murphy

OR

Ms. Brooke Siegel  
Mr. Daniel Murphy

### *Inside Envelope*

Ms. Siegel  
Mr. Murphy

## SAME-SEX, UNMARRIED COUPLE LIVING TOGETHER (listed in alphabetical order)

Mr. John Allen  
Mr. Richard Shultz

### *Inside Envelope*

Mr. Allen  
Mr. Shultz

## NON-BINARY, UNMARRIED COUPLE LIVING TOGETHER

The names should be listed in alphabetical order by surname with any of the following combinations:  
Mx. & Mx. / Mx. & Mr. / Mx. & Ms.

### *Outside Envelope*

Mr. Richard Ackerman  
Mx. Kendall Perez

### *Inside Envelope*

Mr. Ackerman  
Mx. Perez

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## DIPLOMATIC LEADERS

### *Outside Envelope*

The President and Mrs. Freeman

### *Inside Envelope*

The President and Mrs. Freeman

## MARRIED COUPLES

### *Outside Envelope*

Mr. and Mrs. Robert Edgell

### *Inside Envelope*

Mr. and Mrs. Edgell

## MARRIED SAME-SEX COUPLE WITH DIFFERENT LAST NAMES (listed in alphabetical order)

### *Outside Envelope*

Ms. Maria Barros  
and Ms. Patricia Dempsey

### *Inside Envelope*

Ms. Barros  
and Ms. Dempsey

## MARRIED NON-BINARY COUPLE WITH DIFFERENT LAST NAMES (listed in alphabetical order)

### *Outside Envelope*

Mx. Teller Bronson  
and Ms. Barbara Morley

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*Inside Envelope*

Mx. Bronson  
and Ms. Morley

WITH CHILDREN UNDER 18 LIVING AT HOME (and invited). If children are not invited, do not list them on the inner envelope. By their omission, you are indicating that children are not invited.

*Outside Envelope*

Mr. and Mrs. Christopher Tietig

*Inside Envelope*

Mr. and Mrs. Tietig  
Oliver and Violet

WITH TWO DAUGHTERS OVER 18 LIVING AT HOME (separate invitation)

*Outside Envelope*

The Misses Randall

*OR*

Miss Charlotte Randall  
Miss Olivia Randall

*Inside Envelope*

The Misses Randall

WITH TWO SONS OVER 18 LIVING AT HOME (separate invitation)

*Outside Envelope*

The Messrs. Brady

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OR

Mr. Maxwell Brady  
Mr. Errol Brady

*Inside Envelope*

The Messrs. Brady

WITH A SON & DAUGHTER OVER 18 LIVING AT HOME (separate invitation)

*Outside Envelope*

Miss Eva Wilde  
Mr. Theodore Wilde

*Inside Envelope*

Miss Wilde  
Mr. Wilde

IN WHICH WIFE KEPT MAIDEN NAME

*Outside Envelope*

Ms. Maria Barros  
and Mr. Peter Dempsey

*Inside Envelope*

Ms. Barros  
and Mr. Dempsey

IN WHICH WIFE IS A DOCTOR

*Outside Envelope*

Mr. and Mrs. Victor Newell

OR

Doctor Christina Newell  
and Mr. Victor Newell

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*Inside Envelope*

Mr. and Mrs. Newell

*OR*

Doctor Newell  
and Mr. Newell

IN WHICH HUSBAND IS A DOCTOR

*Outside Envelope*

Doctor and Mrs. James Lafferty

*Inside Envelope*

Doctor and Mrs. Lafferty

IN WHICH BOTH ARE DOCTORS

*Outside Envelope*

Doctor and Mrs. James Hudson

*OR*

The Doctors Hudson

*OR*

Doctor James Hudson  
and Doctor Meredith Hudson

*Inside Envelope*

The Doctors Hudson

*OR*

Doctor and Mrs. Hudson

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## IN WHICH HUSBAND IS A JUDGE

### *Outside Envelope*

The Honorable Charles Attwell and Mrs. Attwell

### *Inside Envelope*

Judge and Mrs. Attwell

## IN WHICH WIFE IS A JUDGE

### *Outside Envelope*

The Honorable Sally Jacobs  
and Mr. Ted Jacobs

### *Inside Envelope*

Judge Jacobs  
and Mr. Jacobs

## IN WHICH ONE OR BOTH ARE LAWYERS

### *Outside Envelope*

Mr. and Mrs. Barrett Van Clief

### *Inside Envelope*

Mr. and Mrs. Van Clief

## DIVORCED OR WIDOWED WOMAN

### Divorced Woman

### *Outside Envelope*

Mrs. Juliette Connors

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*OR*

Ms. Juliette Connors

*Inside Envelope*

Mrs. Connors

*OR*

Ms. Connors

## Who Has Resumed Using Maiden Name

*Outside Envelope*

Ms. Juliette Tenenbaum

*Inside Envelope*

Ms. Tenenbaum

Widow

*Outside Envelope*

Mrs. Julio Connors

*Inside Envelope*

Mrs. Connors

## MILITARY TITLES

### In Which Man is an Officer

*Outside Envelope*

Colonel and Mrs. Robert Powell

*Inside Envelope*

Colonel and Mrs. Powell

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## In Which Man is a Noncommissioned Officer or Enlisted Man

### *Outside Envelope*

Mr. and Mrs. Daniel Levy

### *Inside Envelope*

Mr. and Mrs. Levy

## In Which Man is a Retired Officer

### *Outside Envelope*

Colonel and Mrs. Brian Doyle

### *Inside Envelope*

Colonel and Mrs. Doyle

## In Which Woman is an Officer

### *Outside Envelope*

Mr. and Mrs. Liam Allen

OR

Captain Charlotte Allen,  
U.S. Air Force  
and Mr. Liam Allen

### *Inside Envelope*

Mr. and Mrs. Allen

OR

Captain Allen  
and Mr. Liam Allen

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## In Which Both are Officers

### *Outside Envelope*

Colonel and Mrs. John Nolan

### *OR*

Captain Christina Nolan,  
U.S. Army  
and Colonel John Nolan,  
U.S. Army

### *Inside Envelope*

Mr. and Mrs. Nolan

### *OR*

Captain Christina Nolan  
and Colonel Nolan

## Single Female Officer

### *Outside Envelope*

Captain Danielle McAdams,  
U.S. Army

### *Inside Envelope*

Captain McAdams

## Single Female Junior Officer

### *Outside Envelope*

Lieutenant Arianna Keys,  
U.S. Army

### *Inside Envelope*

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Lieutenant Keys

Singe Female Noncommissioned Officer or Enlisted Woman

*Outside Envelope*

Miss Emily Rawlins

*OR*

Ms. Emily Rawlins

*Outside Envelope*

Miss Rawlins

*OR*

Ms. Rawlins

Single Male Officer

*Outside Envelope*

Colonel Luis Vazquez,  
U.S. Army

*Inside Envelope*

Colonel Vazquez

Single Male Junior Officer

*Outside Envelope*

Lieutenant Brandon Grant,  
U.S. Army

*Inside Envelope*

Lieutenant Grant

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## Single Male Noncommissioned Officer or Enlisted Man

### *Outside Envelope*

Mr. David Gutierrez

### *Inside Envelope*

Mr. Gutierrez

## IN WHICH A MAN IS A JUNIOR

### *Outside Envelope*

Mr. Jackson Foster, Jr.

OR

Mr. Jackson Foster, Junior

### *Inside Envelope*

Mr. Foster

OR

Mr. Foster, Jr. (if Junior & Senior are living at the same address)

## 2) MODERN ADAPTATIONS/CASUAL OPTIONS/OUTER ENVELOPE ONLY (per The Emily Post Institute).

Many modern couples are electing to skip the inner envelope. In which case, you'll have to find another way to make it clear who is invited. If children are invited with their parents, it's acceptable to list them under the parents' names on the outer envelope:

Mr. and Mrs. Scott Cohen  
The Messrs. Thomas and Neil

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or

Ms. Kathryn Cohen and Mr. Scott Cohen  
Thomas and Neil

If you're allowing single guests to bring a date, and you feel it's awkward and impersonal to address the outer envelope as "Mr. James Smith and Guest," you may include a short note with your invitation: "Dear James, You're welcome to bring a guest to the wedding. Please let me know. Best, Laura." If there's time and James supplies the information, you can send his guest an invitation, too. Or many decide to simply address the outer envelope as "Mr. James Smith and Guest."

## Addressing a Woman

Maiden name or Single - not invited with a date

- Ms. Jane Johnson
- Miss Jane Johnson (usually 'Miss' is for girls under 18)
- Jane Johnson (casual)

Married, uses husband's name socially

- Mrs. John Kelly
- Mrs. Jane Kelly (nowadays this is acceptable)
- Ms. Jane Kelly

## Addressing a Non-Binary Person

Single - not invited with a date

- Mx. Jax Chesterfield
- Jax Chesterfield (casual)
- Before putting together your final list, it's also acceptable to ask them how they'd prefer to be addressed.

## Addressing a Couple

Married, she uses her husband's name socially

- Mr. and Mrs. John Kelly
- NOTE: Traditionally, a woman's name preceded a man's on an envelope address, and his first and surname were not separated (Jane and John Kelly). Nowadays, the order of the names - whether his name or hers comes first - does not matter and either way is acceptable. The exception is when one member of the couple 'outranks' the other - the one with the higher rank is always listed first.

Married, she prefers Ms.

- Mr. John Kelly and Ms. Jane Kelly
- Ms. Jane Kelly and Mr. John Kelly (Do not link Ms. to the husband's name: Mr. and Ms. John Kelly is

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incorrect)

Married, informal address

- Jane and John Kelly
- John and Jane Kelly

Married, she uses maiden name

- Mr. John Kelly and Ms. Jane Johnson
- Ms. Jane Johnson and Mr. John Kelly

If you can't fit the names on one line:

- Mr. John Kelly  
and Ms. Jane Johnson
- Note the indent - either name may be used first

Unmarried, living together

- Mr. John Kelly & Ms. Jane Johnson
- Note: Modern adaptation says you can use one line (rather one listed above the other)

A woman who outranks her husband:

elected office, military rank

- The Honorable Jane Kelly and Mr. John Kelly

If you can't fit both names on one line (note indent):

- The Honorable Jane Kelly  
and Mr. John Kelly

A woman who outranks her husband:

professional or educational degree

- Dr. Jane Kelly and Mr. John Kelly

Both are doctors (PhD or medical) and use the same last name

- The Doctors Kelly (omit first names)
- Drs. Jane and John Kelly / Drs. John and Jane Kelly
- Dr. John Kelly and Dr. Jane Kelly / Dr. Jane Kelly and Dr. John Kelly

Both are doctors (PhD or medical), she uses her maiden name

- Dr. Jane Johnson and Dr. John Kelly
- Dr. John Kelly and Dr. Jane Johnson

## PREPARING FOR DIGITAL CALLIGRAPHY

Digital calligraphy is when your recipient addresses are digitally printed directly on your envelopes in matching fonts and colors. Putting your guest list together properly for digital calligraphy is important. The printer will

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print your addresses exactly as they are entered in your Excel spreadsheet. Below are some tips to guide you so the envelope printing process goes by smoothly (or we could format it for you \$150):

- Please use our sample digital calligraphy Excel spreadsheet to organize your list.
- Address lists should be typed in the Times New Roman or Arial font in an Excel spreadsheet (or as a Google Doc, exported to Excel) using proper upper and lower case letters so there's no confusion. Example: MCCARTHY should be McCarthy.
- Each column signifies a new line in the address printed on the envelope.
- Married couples should be listed together with an "and" or "&" in column one, i.e., Mr. and Mrs. Scott Cohen.
- If you want apartment numbers listed on the same line as the street address, please type it as "125 East 24th Street, Apartment 1" or "125 East 24th Street ~ 1" If you'd like suite and apartments on the next line, please be sure to list them in their own column after the street address. For very long street addresses and apartment numbers, you may want to put them on two lines to avoid awkward splitting up of the address onto two lines.
- City and state need to be together in the same column properly separated by a comma: "New York, New York" or "New York, NY"
- You may include the ZIP code next to city in state in the same column or you can put it in its own column and we will print it below on its own line.
- Please create a separate page for International addresses and please be sure it's formatted properly per the postal guidelines for those specific countries.
- For particularly long names of couples or long street addresses, please split up onto two lines so that nothing gets cut off in the printing process.
- Although our copy editor will look through your list and flag any potential errors - you are responsible for submitting correctly spelled guest names and addresses.
- DUE DATE: We need to submit your final Excel spreadsheet at the same time that we submit all of your other final files to the printer.

## PREPARING FOR HAND-WRITTEN CALLIGRAPHY

Handwritten calligraphy can be modern or traditional, matte ink or metallic on any color of envelopes. If KFD is managing your calligraphy - you can submit your guest list as an Excel spreadsheet and we'll take care of the rest.

If you are managing the calligraphy - you'll need to set up you addresses per the calligrapher's specification. Since there's a person doing these addresses by hand and they are all to be written perfectly centered, (if you are managing the calligraphy) - we will need the addresses submitted to us as a Word document, a Google document or Text Edit document with all addresses typed out how they should appear on

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the envelope and centered. Everything needs to be spelled out correctly and please place the ZIP how you want it on the envelope (on the same line as city and state or on its own line at the bottom of the address). Here are the guidelines as the calligrapher requests it (we can format it for you \$150):

- Addresses are centered and therefore guest lists must be submitted TYPED and centered with no abbreviations (spell out states, post office box, street, lane, etc.)
- A Word document works best as you can create a "mail merge" document from your original Excel spreadsheet. We suggest doing a mail merge from your Excel spreadsheet into a template for Avery labels 5134. If you want to submit it as an Excel spreadsheet, you'll need to include a column where the address is laid out all together as it should appear on the envelope, centered.
- Handwritten calligraphy formatting examples:

Mr. and Mrs. Robert Smith  
123 Main Street ~ 7A  
Milford, Pennsylvania  
18337

---OR---

Mr. and Mrs. Robert Smith  
123 Main Street  
Apartment 7A  
Milford, Pennsylvania 18337

- Type out your addresses exactly as you want the calligrapher to write them. Make sure you put the zip code where you want it in the address when you write it (same line as city and state OR below on its own line).
- Use a standard font like Times New Roman or Arial (14pt).
- If you want the apartment on the same line as the street address, a tilde (~) is used instead of the word Apartment, Unit or Suite (it looks pretty and keeps the apartment number on the same line). Please type out apartments this way (with ~ instead of Apt, etc.). OR If you don't want a tilde used, then type a separate line, under the street name line, with the apartment number only (Apartment 7A).
- Use upper and lower case letters so there's no confusion.
- DUE DATE: One week after we've submitted final files to the printer.