



CAPTIVATING CALLIGRAPHY

ENVELOPE ADDRESSING ETIQUETTE GUIDE

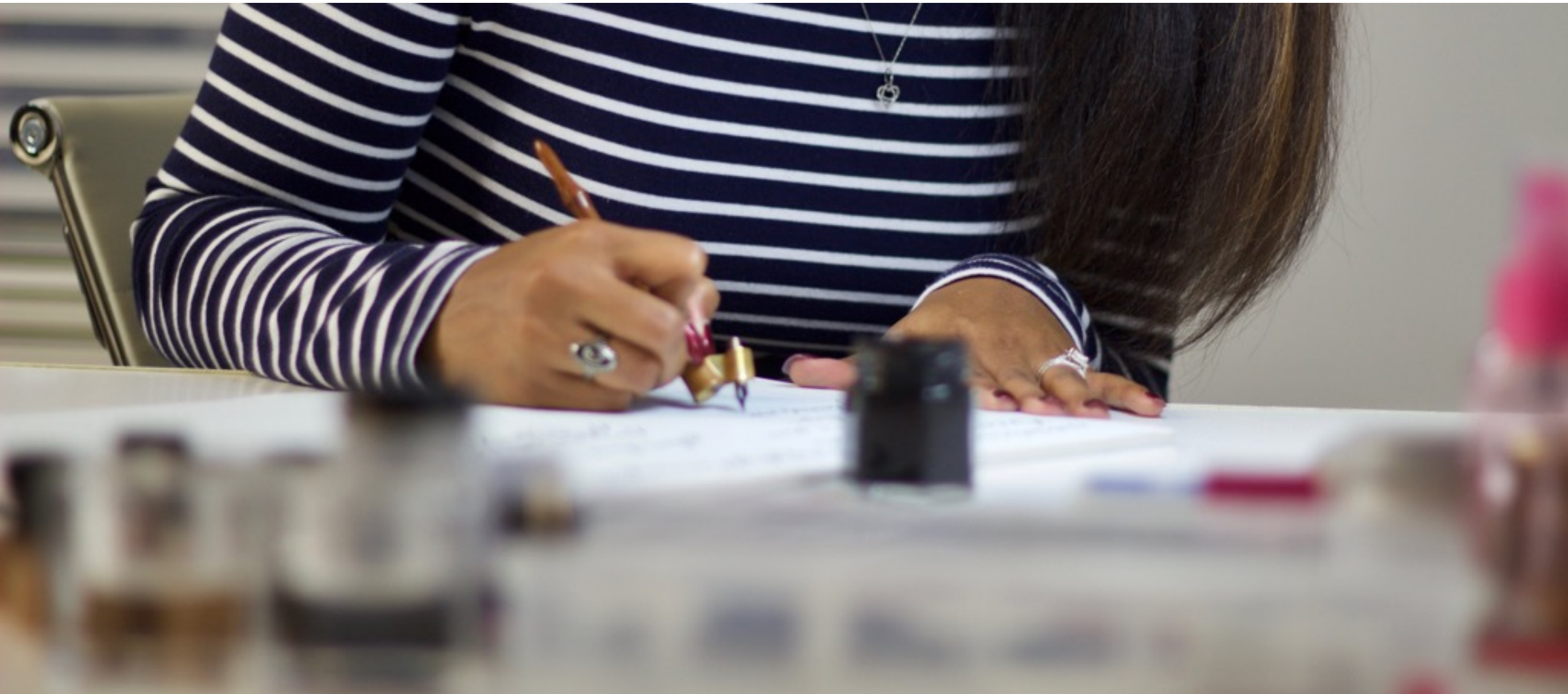











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CAPTIVATING CALLIGRAPHY

Hi there!

Welcome to Captivating Calligraphy, a place where you can find all of your wedding calligraphy needs. I am dedicated to providing you with captivating calligraphy services that will make a great first impression on guests, family, and friends.

I am also committed to making this process as easy and stress-free as possible as I know what it is like to have a million and one thoughts running through your mind while trying to plan a wedding. Through experience, I know how it is to get so consumed with *wedding planning* and the *details*, that it can easily overshadow your focus on the *marriage* itself. Through a stress-free client experience, one of my goals is to help you check off one of the biggest items off of your wedding to-do list so that you can put more of your **time** and **energy** into preparing for what matters most...your **marriage**. While I absolutely love providing wedding calligraphy services for all of my couples, at the end of the day, my personal prayer for you is that you and your fiancé will have "*a marriage more beautiful than your wedding.*"

In the following pages you will find etiquette tips to help you as you prepare your guest list. If you have a special scenario and you do not see an example to follow, just let me know and I'll do my best to find the answer for you!

I am super excited & looking forward to working with you. If you have any questions at all, please don't hesitate to ask!

Kindest regards,

A large, elegant, black calligraphic signature of the name 'Loren'.

Owner & Calligrapher



PREPARING YOUR ADDRESS LIST

- Download the [Captivating Calligraphy Address Template](#) [HERE](#) (*handwritten lists will not be accepted*).

Enter your guest names and addresses as well as the additional information if you are using both outer and inner envelopes.

- Alphabetize your list by last name (*this makes it easier in the event there are changes or additions to your list throughout the process*).

If you have any international addresses, be sure that they are at the top of your list if you would like to have those completed first in order to get them in the mail earlier than the others.

- Double check all titles and punctuations (*i.e. Mr., Mrs., and Ms., etc.*) as your envelopes will be addressed exactly as the names/addresses are provided on your list. ***Note: 'Miss' is not a punctuation, therefore a period is not needed at the end.*

- 'Apartment,' 'Number,' 'Boulevard,' and 'Unit' should be written out and placed in a separate column from the street address.

Numbers 1-10 should be written out (*i.e. Ten South Tiger Boulevard*).

All postal and state abbreviations should be spelled out (*i.e. Post Office Box, Georgia, South Carolina, Louisiana, etc.*).



ADDRESS ETIQUETTE EXAMPLES

	OUTER ENVELOPE	INNER ENVELOPE
<i>Married Couple</i>	Mr. and Mrs. Andrew Hightower	Mr. and Mrs. Hightower
<i>Married Couple w/ children under 18 living at home</i>	Mr. and Mrs. Andrew Hightower	Mr. and Mrs. Hightower Lily & Christopher
<i>Married Couple w/ Children over 18 living at home</i>	Mr. and Mrs. Andrew Hightower	<i>*children over 18 years old should each receive a separate invitation</i>
<i>Married Couple Man is a Doctor</i>	Doctor and Mrs. Andrew Hightower	Doctor and Mrs. Hightower
<i>Married Couple Both are Doctors</i>	The Doctors Hightower OR: Doctor Andrew Hightower and Doctor Amy Hightower OR: Doctor and Mrs. Andrew Hightower	The Doctors Hightower OR Doctor and Mrs. Hightower
<i>Married Couple Woman is a Doctor</i>	Mr. and Mrs. Andrew Hightower OR: Doctor Amy Hightower and Mr. Andrew Hightower	Doctor Amy and Mr. Hightower OR Mr. and Mrs. Hightower
<i>Married Couple Man is a Judge</i>	The Honorable and Mrs. Andrew Hightower	Judge and Mrs. Hightower
<i>Married Couple Woman is a Judge</i>	Mr. and Mrs. Andrew Hightower OR: The Honorable Amy Hightower And Mr. Andrew Hightower	Mr. and Mrs. Hightower OR Judge Hightower and Mr. Hightower
<i>Married Couple Both are Lawyers</i>	Mr. and Mrs. Andrew Hightower	Mr. and Mrs. Hightower
<i>Unmarried Couple Living Together</i>	Miss Amy Smith & Mr. Andrew Hightower OR: Ms. Amy Smith & Mr. Andrew Hightower	Miss Smith & Mr. Hightower OR: Ms. Smith & Mr. Hightower
<i>Single Woman and Guest</i>	Missy Amy Smith	Miss Smith and Guest
<i>Single Man and Guest</i>	Mr. Andrew Hightower	Mr. Hightower and Guest



OUTER & INNER ENVELOPES

01

OUTER ENVELOPES

The outer envelope includes the guests' title, first, middle (optional), and last names.



02

INNER ENVELOPES

The inner envelope includes the title and last names of the specific people invited. This allows you to be very clear about who is or (by omission) is not invited to the wedding.

**Additional guests, escorts, and children are written only on the inner envelope. According to etiquette, if a person or child is not listed on the inner envelope, then he/she is not invited to the wedding.*





ADDRESSING ETIQUETTE

01

OUTER ENVELOPES

- Married couples with the same last name are noted with an "and" between the names and both names are written on the same line
- Unmarried couples are not noted with an "and" between the names are listed on separate lines with the woman's name first.
- Medical doctors can be spelled "Dr." or "Doctor."
- Suffixes 'junior' and 'senior' should be lowercase. If you prefer to use the abbreviations, use 'Jr.' and 'Sr.'
- Suffixes are only used on the outer envelope, *not* the inner.
- Adults who are living together but not in a relationship should each receive their own invitation.
- Children who are old enough to bring guests should also receive their own invitations separate from their parents'.

02

INNER ENVELOPES

- Including 'and guest' on the inner envelope implies that the person invited is welcome to bring a guest.
- Including 'and Family' on the inner envelope implies that the person is welcome to invite extended family to the wedding. Therefore, it is recommended to specify the names of the extended family members on the inner envelope versus 'and Family.'
- Children should be listed by first names only and by order of birth. Children who are 18 or older who are welcome to bring a guest should receive their own invitation.
- If a guest is in a relationship with someone and they are not living together, and you know their date's name, include their full name on the inner envelope:

Ms. Strom

Mr. Christopher James



PLACE CARDS V.S. ESCORT CARDS

01

PLACE CARDS

Place cards are more formal and specific than escort cards as they direct guests to a specific table and specific seat at the reception.



02

ESCORT CARDS

Escort cards are less formal as they direct your guests to a specific table but allows them to choose their seat at the table.

**Recommendation: Drop titles to allow for names to be written larger and more legible on place cards.*



A D D I T I O N A L R E S O U R C E S

CAPTIVATING CALLIGRAPHY

*For additional resources and creative process information, please be sure to check out my website
captivatingcalligraphy.com*

FAQ'S

Be sure to look through my detailed list of frequently asked questions.

INQUIRIES

Have additional questions? Ready to work together, be sure to submit your inquiry here.



PROCESS

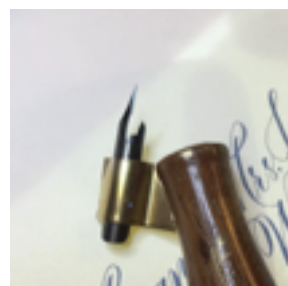
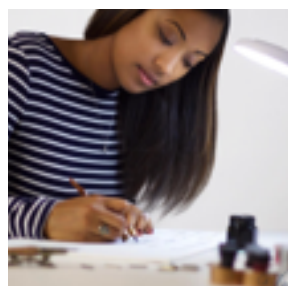
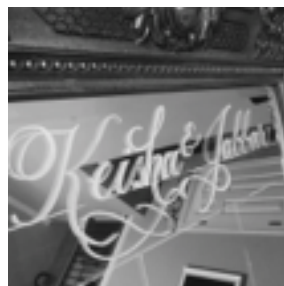
A step by step look at the complete design process when working with me.

TERMS

For a complete list of my terms of service, please review the full list here.



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CONTACT

Don't be afraid to reach out and send me a note:

hello@captivatingcalligraphy.com

captivatingcalligraphy.com

 /captivatingcalligraphybyla

 @captivating.calligraphy

 @CCalligraphy_LA

 @calligraphyla