

# *No Regrets*

*A Bride's Guide*

*To*

*Wedding Invitation Addressing Etiquette*



*Carrie Shuping*



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# Compiling Your List

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The kind of wedding you're having determines how you will compile your list.

I have written this guidebook assuming you're planning, for the most part, a traditional wedding. Invitations to traditional weddings can be formal (engraved cards, inner envelopes, etc.). Invitations to traditional weddings can also be contemporary (square envelopes, no inner envelopes). These days, when it comes to the size, shape, content and font styles of your invitation, almost anything goes.

**HINT:** If you haven't yet ordered your invitations, I recommend that you speak with a professional stationer who can advise you on all aspects of wedding invitation selection. If you're planning to order your invitations online or from a local print shop or card store, please be aware that employees of these establishments are typically not experts in the field of wedding invitations. Your local stationer is an expert; she can tell you all about **engraved** and **letterpress** invitations and invitations printed by **thermography**.

Remember to order those extra envelopes! Ten extra per hundred is a good rule-of-thumb. Even if you are hiring a professional to address your invitations, you'll still need those extra envelopes.

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**WARNING, LADIES!:** If you order invitations online, please be sure to ask a friend to help you proofread everything. I've had several clients tell me that they didn't catch mistakes in their proofs. One client didn't catch that the time of the wedding had been left off! Another client didn't catch that "Raleigh" had been misspelled. Since they had approved the proofs, both clients had to have their invitations reprinted at their expense. This is where I reiterate the value of your local stationer – mistakes like this will not happen if you work with a professional.

*Here are the general guidelines for having a well-typed guest list:*

- Type your entries pretty much as they would appear on the envelopes themselves in an easy-to-read font (12-point or larger).
- Put 5-10 spaces between each address, using only one or two columns per page.
- Arrange longer lists (over, say, 100 entries) in alphabetical order. This will save you time down the road when you need to make changes or updates. (When a client emails me while I'm working on her envelopes and asks me to: "Please add 'Apartment B' to Miss Mary Louise Davidson's address," and I have to shuffle through twenty-one pages of un-alphabetized addresses, it drives me bonkers.)
- Very important: If you plan to enter guest list data into a spreadsheet, be sure that the data can be printed out in label format via "mail merge." See below.

**A WORD ABOUT: Spreadsheets.** They're a great way to keep up with gifts received, RSVPs and thank you notes; however, relying on a printed spreadsheet to address your envelopes can be frustrating. Even the best calligrapher will have trouble gauging the perfect placement of an address onto an envelope when the data is presented horizontally on a spreadsheet. Before you spend hours entering your guest list data into a spreadsheet, be sure the data can be converted and printed out in label format.

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Now you're ready to compile your list. Here are the basics:

- *Formal invitation etiquette calls for FULL names, including titles and middle names.*

*Right:* Mr. and Mrs. William Robert Smith, junior

*Wrong:* Mr. and Mrs. Billy Smith, Jr.

*Even Worse:* Billy & Sue Smith

For formal invitations, you should always use full names. "Mr." and "Mrs." are two of the abbreviations that are acceptable. In fact, spelling out "Mister" isn't more correct—it's considered incorrect. Always spell out "and"; don't use the ampersand ("&").

Always spell out "Doctor," "Reverend," "Colonel," "Lieutenant," etc. Old-school etiquette calls for "Doctor" to be spelled-out for medical doctors but abbreviated for PhDs. This "rule" is very antiquated and no longer followed. I recommend spelling out "Doctor" in all cases. (I did have one client who specifically requested that "Dr." be abbreviated for the PhDs on her guest list. The client was a medical doctor; her fiancé was a PhD. I wonder if they're still married.)

The designations "Attorney" and "esquire" are not used on social invitations – only business-related correspondence and invitations.

Designations such as "junior" and "senior" are separated by a comma and are **not** capitalized. This looks weird, I know – but it is correct etiquette for a formal invitation. A comma does **not** separate designations such as "II" and "III": "Mr. and Mrs. John Adam Smith III".

Using first names on informal invitations—such as for a *very* casual rehearsal dinner—is acceptable, but ALWAYS put the woman's name first, i.e.: "Sue and Billy Smith."

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**HINT:** If your future mother-in-law hands you her address list without full names, tell her kindly that you plan to address your wedding invitations “traditionally” and need additional information. If she suggests that such details are petty (and you, of course, know otherwise) you may decide it’s not worth an argument. Simply spell out everything as best you can. Change “Ed” to “Edward” (if you’re sure it’s not “Edgar” or “Edwin”) and “Sue” to “Susan” (if you’re sure it’s not “Suzanne”). In other words, you may make some assumptions, using your best judgment. Send out some emails and make a few phone calls if you feel comfortable or ask your fiancé. Use the internet to fill in blanks when possible, and forge ahead!

### *What if you can only find someone’s middle initial?*

Many old-school etiquette experts believe that using initials (such as “Mr. and Mrs. William T. Smith”) is a big no-no, saying it’s best to drop the initial if you don’t know the complete middle name. Over the years, I have relaxed my opinion on this rule, believing that if a bride wants to use the occasional initial (when the full name proves difficult to locate), then she should go right ahead.

- ***STREET ADDRESS—with no apartment or suite number.***

*Right:* 124 Saint Mary’s Street

*Wrong:* 124 St. Mary’s St.

*Everything* is spelled out, except the actual house number: Street, Drive, Avenue, Boulevard, Parkway, Road, Circle, Court, etc. Also, North, South, East, West, Northeast, Southwest, etc. should be spelled out.

- ***STREET ADDRESS—with apartment or suite number.***

*Right:* 156 South Magnolia Avenue, Apartment 1-A

*Wrong:* 156 S. Magnolia Avenue, Apt. 1-A

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If the street has a long name, then “Apartment \_\_\_\_\_” can go on a separate line below the street address. As a calligrapher, I can determine the best placement of the address on an envelope so that it looks balanced and pleasing to the eye.

In fact, oftentimes it is best to leave out the word “Apartment” altogether. Suppose a client has the following address on her typed guest list:

Ms. Sarah Elizabeth Jones  
Mr. Joshua William Tyson  
5201 Beddingfield Boulevard Northeast  
Apartment B  
Savannah, Georgia 31408

When I address this envelope, I would consolidate the address from 5 lines to 4 lines because a 5-line address can overwhelm even the largest of envelopes! I wouldn’t include “Apartment B” on the street address line – it would be way too long! So I would place the address on the envelope as follows:

Ms. Sarah Elizabeth Jones  
Mr. Joshua William Tyson  
5201-B Beddingfield Boulevard Northeast  
Savannah, Georgia 31408

In a nutshell: there are no hard-and-fast rules when it comes to the placement of “Apartment,” “Unit,” etc. Creating a balanced envelope is most important.

You do not need to include “Number” or “#” when you use “Apartment” or “Unit.” Example: don’t put “Apartment #34”---either put “Apartment 34” or “Number 34”---not both. If you’re not sure if someone lives in an apartment, townhouse or condominium, then put “Unit 17” or “Number 17.”

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**NOTE:** Streets such as “First Avenue” and “Seventeenth Street” should be spelled out—don’t use “1<sup>st</sup> Avenue” or “17<sup>th</sup> Street.” However, when street names are especially long (119<sup>th</sup> Street, 87<sup>th</sup> Avenue, 72<sup>nd</sup> Street), consider how they will look on the envelope if spelled out. Are they difficult to read? Is the line overly long? Use your best judgment. Err on the side of aesthetics. I personally recommend that numbered streets between “First” and “Twentieth” be spelled out; higher numbered streets should not be spelled out.

**HOWEVER!:** For big city addresses (NYC, Chicago, etc.)—I recommend not spelling out ANY numbered streets because it will only serve to irritate the postal delivery person and perhaps even slow down delivery – use “3<sup>rd</sup> Avenue,” “17<sup>th</sup> Street,” etc.

- ***CITY, STATE & ZIP***

*Right:* Fort Lauderdale, Florida 33316

*Wrong:* Ft. Lauderdale, FL 33316

Standard stuff here. Spell it all out: North Carolina, South Dakota, District of Columbia. (If your envelopes are small, you may need to abbreviate D.C. so that the words aren’t squeezed together. Once again, think aesthetics.)

*Here’s how a typical address should look on your typed list:*

Mr. and Mrs. William Robert Smith  
124 Saint Mary’s Street  
Fort Lauderdale, Florida 33316

*What are “inner envelopes” and how should they be addressed?*

Before you can complete your typed address list, you need to know about *inner envelopes*. Back in the olden days when invitations were delivered by couriers traveling by horse and buggy, envelopes often got muddy and

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smudged. The sole function of the outer envelope was to protect the contents and to direct the courier to the proper house. Upon arrival, the inner envelope was removed in its pristine condition. The recipient perhaps never even saw the outer envelope. Today, the necessity for an inner envelope has passed; however, the tradition is maintained to indicate that the upcoming event is a formal affair.

For the typical address shown above, the inner envelope should read:

Mr. and Mrs. Smith

Do not use first or middle names on inner envelopes. Do not include designations such as “junior” or “IV” on inner envelopes.

For those entries on your address list that do not include children or an unspecified guest (*see “and guest”, page 17*), you do not need to indicate what goes on the inner envelope on your *typed guest list*. This information will be obvious to your calligrapher.

**A RECENT TREND:** Using just first names on inner envelopes: “*Sally and Tom.*” What’s up with this? This is the equivalent of wearing your running shoes with your elegant wedding gown. An inner envelope, in and of itself, indicates a formal event and calls for traditional wording. I’ve worked with brides who claim that addressing the inner envelopes with “Ms. Johnson” instead of “Sarah” sounds stuffy. Let me reassure you: When your recipients open a traditionally addressed invitation, they will not think of you as stuffy at all! They will feel special and value your good taste.

**VERY IMPORTANT:** Traditional addressing reflects the formality of the EVENT – **not the level of formality of a friendship.**



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However, if you have selected a funky or whimsical invitation design, then you have a bit of wiggle room with the wording on your inner envelopes (if you even have inners!). A few of my clients who have selected such invitations with inner envelopes, have chosen to put first names only on their inners.

I'm not the etiquette police; however, if you have selected traditional invitations (engraved on ivory stock, for example), I would encourage you to address the inner & outer envelopes using traditional etiquette.

I could go on and on, so.....

**IN A NUTSHELL:** If you are sending out traditional, formal wedding invitations, then you should definitely use formal addressing etiquette. However, it is also considered correct to use formal addressing etiquette when sending out nontraditional invitations because of the serious nature of the special event – your wedding!

Finally, keep in mind—contemporary invitations are not always less formal than traditional, engraved invitations. Some contemporary invitations are extremely formal (original letterpress design, elegant embellishments and elaborate flourishes, for example) and definitely call for formal addressing etiquette.

*How do you indicate the inclusion of children on your typed guest list?*

Here's a typical entry on your typed list for a married couple whose children are invited:

Mr. and Mrs. William Robert Smith  
124 Saint Mary's Street  
Fort Lauderdale, Florida 33316  
Inner: Michael, Hannah and Mary

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### *How are children's names shown on the actual inner envelope?*

Children's names do NOT appear on the outer envelope, just the inner. On an outer envelope addressed to "Mr. and Mrs. William Robert Smith" (as shown above), the inner envelope should be addressed like this:

Mr. and Mrs. Smith  
Michael, Hannah and Mary

Children's names should be presented on one line, separated by commas, in birth order (oldest to youngest). For two children, no commas—just separated by "and." No full names here! Not only is it not necessary to include the middle and last names of children on the inner envelopes, it is considered incorrect.

NOTE: Many contemporary invitations do not have inner envelopes, only outer envelopes. In this case, the children's names would be included on the outer envelope, on a separate line following the parents' names. So a typical entry on your typed address list would look like this:

Mr. and Mrs. William Robert Smith  
Michael, Hannah and Mary  
124 Saint Mary's Street  
Fort Lauderdale, Florida 33316

Keep in mind that when you must indicate children's names on an outer envelope, the extra line(s) can make the envelope less attractive and difficult to read. If you're not inviting many children, then inner envelopes aren't crucial. If you are inviting lots of children, I recommend that you select an invitation with inner envelopes.

If you have only outer envelopes and a guest has only one child, then the address can look unbalanced with just the child's first name on a line all by itself. In this case, I would put a title and last name for the child. "Miss"

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for girls. For infant boys through age 8, the proper title is “Master.” Boys age 8 – 16, there is no title. For boys 16 and up, the proper title is “Mr.”

### *What about older children?*

Old-school etiquette calls for children over the age of **16** to receive their own invitation. Here’s one of those rigid rules that is no longer valid. It is absolutely acceptable to include the first names of children up to age **18** on the parents’ inner envelope. This alleviates the possible assumption that this child is expected to reply and send a gift. Because of cost constraints, many clients choose to include children up through college-age on the parents’ invitation (inner envelope only – not outer).

### *I want to send children over 18 a separate invitation. How is this done?*

If siblings over the age of 18 are living at home or rooming together at a separate address, here’s what you do:

For sisters, outer envelope (older sibling first):

Miss Rebecca Anne Smith  
Miss Ashley Elizabeth Smith  
123 Westbrook Avenue  
Richmond, Virginia 23012

The inner envelope should look like this:

The Misses Smith

For brothers, outer envelope (older sibling first):

Mr. Brian David Smith  
Mr. Phillip Martin Smith  
123 Westbrook Avenue  
Richmond, Virginia 23012

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The inner envelope should look like this:

The Messrs. Smith

For a brother and sister (older sibling first):

Miss Rebecca Anne Smith  
Mr. Brian David Smith  
123 Westbrook Avenue  
Richmond, Virginia 23012

The inner envelope should look like this:

Miss Smith  
Mr. Smith

Since these guests are not a “couple,” their names should not appear on the same line. Do not address the inner envelope like this: “Miss Smith and Mr. Smith.”

For three or more siblings over 18, I recommend grouping by twos. For an odd number of siblings, send the oldest sibling his or her own invitation.

**Now that you’ve got the general idea about putting your list together, let’s get down to the nitty-gritty.**

### *What about couples with different last names?*

This includes couples living together, same-gendered couples, and wives who’ve kept their maiden names. These names are presented on separate lines and can be listed in one of several ways: alphabetically by last name, woman’s name first, or put the person to whom you are closest first. Example:

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Ms. Elizabeth Anne Smith  
Mr. Justin Parker Williams  
123 Eastwood Road  
Charleston, South Carolina 29407

### *What about the inner envelopes for couples with different last names?*

If no children are included, then the address shown above for Ms. Smith and Mr. Williams is complete. Here's how the inner envelope will read:

Ms. Smith and Mr. Williams

On inner envelopes, couples with different last names (married or not) are presented on a *single line* separated by the word "and." Once again, no first or middle names—and no designations such as "junior."

**A WORD ABOUT: "Ms." vs. "Miss"** The title "Ms." is proper for any woman over the age of 21. You don't want to refer to a successful 35-year-old unmarried female architect as "Miss Ashley Anne Smith"—she is definitely a "Ms." "Ms." is no longer considered suitable only for the business world; this title is used socially as well.

### *What about spouses who are both doctors, if she has taken her husband's name?*

List them on separate lines, woman first—as follows:

Doctor Elizabeth Anne Smith  
Doctor Justin Parker Smith  
123 Pine Street  
Charleston, South Carolina 29407

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The inner envelope should read:

The Doctors Smith

Since the woman in the example above took her husband's name, some etiquette sources may consider it "proper" to list this couple as follows "Doctor and Mrs. Justin Parker Smith" on the outer envelope. Addressing the envelope in this fashion is extremely outdated in my opinion.

### *What about when she's a doctor and he's not (same last name)?*

First and foremost, NEVER put "Mr. and Doctor Christopher Michael Lewis".

List them on separate lines, woman first—as follows:

Doctor Meredith May Lewis  
Mr. Christopher Michael Lewis  
405 West Market Street  
Atlanta, Georgia 30310

The inner envelope would read:

Doctor Lewis and Mr. Lewis

Here again, since the woman took her husband's name, some etiquette sources may consider it "proper" to list this couple as "Mr. and Mrs. Christopher Michael Lewis" on the outer envelope. I believe that one should acknowledge a woman's title of doctor, regardless of whether or not she has taken her husband's name.

### *What about guests who are roommates (not a "couple")?*

Send them separate invitations! However, if you must send them a single invitation (because your guest list has grown and you need to conserve

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your dwindling supply of invitations), then use the same rules for “couples with different last names” as described above (use the alphabetical order rule). The only difference is on the inner envelope: Do NOT put their names on a single line separated by “and” (as you would a couple with different last names); put the names of roommates on *separate lines*, like this:

Mr. Smith  
Mr. Kensington

### *What about a widow?*

A widow’s invitation should be addressed to “Mrs. James Alan Johnson,” not “Mrs. Eileen Adams Johnson.” Here’s why: “Mrs.” refers to the “Mistress/Wife of” a *male*. The title “Mrs.” should always come in front of a *man’s name*. A woman cannot be her own wife (as in Mistress/Wife of Eileen—that makes no sense); she is the Mistress/Wife of James, a title she keeps forever, unless she remarries.

Here’s an exception to this rule that originated decades ago and makes little sense: The *only* time the title “Mrs.” may be used in front of a woman’s first name (as in *Mrs. Mary Jones*) is when she is divorced. I have found that most divorced women, however, prefer the title “Ms.”

Keep in mind that a younger widow’s invitation may be addressed to “Ms. Eileen Adams Johnson,” but an invitation sent to your 90-year-old widowed great aunt should probably read “Mrs. James Alan Johnson.”

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**A WORD ABOUT: “Ms.” vs. “Mrs.”** If a woman on your guest list is married but **kept her maiden name**, she should NOT be referred to as a “Mrs.”—i.e., her line on the outer envelope would not read “Mrs. Carol Anne Harris” (remember, she’s not Mistress/Wife of herself). Her line on the envelope should read “Ms. Carol Anne Harris.”

What about a shower invitation to a married woman who took her husband’s name, when her husband’s not invited? The envelope may be addressed to “Mrs. Brian Smith” or “Ms. Kathryn Smith”. For a very informal party, “Ms. Kathy Smith” is fine. (Just don’t use **Mrs.** Kathryn Smith or **Mrs.** Kathy Smith!)

### *What about a judge or mayor?*

Very simple:

The Honorable and Mrs. James Franklin Smith  
123 East Main Street  
Raleigh, North Carolina 27601

The inner envelope for a judge should look like this:

Judge and Mrs. Smith

The inner envelope for a mayor should look like this:

Mayor and Mrs. Smith

- or -

Mr. and Mrs. Smith

### *What about a pastor, rabbi, reverend or priest?*

The proper way to address an invitation to a member of the clergy differs greatly between denominations. I urge you to call the church or temple office to get the exact addressing etiquette for your religious affiliation.



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### *What about the term “and guest”?*

You probably have single people on your guest list, and giving them the opportunity to bring a date is a wonderful gesture. The outer envelope should be addressed to your guest, and the inner envelope should look like this:

Mr. Smith and guest

The term “and guest” should appear on the inner envelope only. If your invitations do not have inner envelopes, then include the words “and guest” on the outer envelope. Note that “guest” is lower case!

If you know that an unmarried person on your guest list is dating someone exclusively (but not living together) and you’re not close enough to this girlfriend or boyfriend to send a separate invitation, you have two choices. Putting “and guest” on the inner envelope is perfectly acceptable for this situation. Or you may put “Mr. Smith and Ms. Jones” on the inner envelope. Typically, the only people whose names should appear on an outer envelope are those who actually live at that address. Of course, if you do not have inner envelopes, then you can put “and guest” on the outer envelope – or include the significant other’s full name on the line below your guest’s name.

### *When should the term “and family” be used?*

Hmmm...how about never? The term “and family” sounds very impersonal and typically is not used on traditional wedding invitations. Using the term may make some recipients think that you don’t care enough to find out their children’s names. Additionally, such a term can be grossly misinterpreted. For example, your second cousin may think “and family” means that she can bring her husband’s mother, father, brother and his children from a previous marriage. I kid you not: I had a client who put “and family” on the inner envelope for a distant cousin. The cousin wrote

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out FIFTEEN names on the RSVP card and they all drove in from out-of-state for the “big city” wedding. Be warned, ladies!

The only time that “and family” would be considered acceptable is when a bride’s invitations do not have inner envelopes and a certain family has many children and squeezing their names on one line on the outer envelope would be impossible. Putting the children’s names on two lines would make for a very long address. Again, aesthetics will dictate your decision here.

If you have inner envelopes, three lines of children’s names on an inner envelope is a far better choice than using the term “and family.”

Finally, if you’ve exhausted all resources and can’t find out some of the children’s names, then you’ll have no choice but to use “and family.”

**A WORD ABOUT: Proofreading.** When you’ve completed your list, make sure you proofread it thoroughly! Ask a family member to look over it as well. I can’t stress how important this is—especially house numbers and zip codes.

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# *Frequently Asked Questions*

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*Here are some important basic tips:*

- Wedding invitations should always be addressed by hand!
- Never use a printer, even if you select a calligraphic font. Printed envelopes are impersonal and not in good taste. Period.

*What about zip codes with the extra four digits ("27609-3535")?*

Until including these extra digits is mandatory, I recommend using the 5-digit zip codes. I think they're more aesthetically pleasing on an envelope.

*What is the proper way to stuff my invitations?*

- First of all: no red wine!
- Stuff your envelopes AFTER they're addressed. If you stuff them first, the surface may be bumpy.
- Get a friend to help. Lay everything out assembly-line style along a table: invitations, tissues, response cards, envelopes, etc. (Warning: Getting too many hands involved may lead to mayhem and inconsistent stuffing!)
- Fold the invitation along the score line (if your invitation is a flat card, no folding is required).

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- Place a tissue sheet (provided by your stationer) over the lettering of your invitation.
- Next, if you have a **response** card, place it face-up under the flap of its own envelope (be sure to place a stamp on these little envelopes!), then place the card on top of the bottom half of your invitation (over the tissue) so that the words on the invitation and the words on the card face the same direction.
- If you have a **reception** card, you may place it on top of the response card (but not under the flap of the response card envelope) or under the response card--whichever you prefer.
- Insert all of this into the inner envelope, facing the flap. (For a folded invitation, the fold should be along the bottom of the inner envelope.)
- Place the inner envelope into the outer envelope; the name on the inner envelope should face the flap of the outer envelope. Voila!

### *I thought the tissue paper was supposed to be removed before stuffing the envelopes?*

When I first started addressing invitations professionally in the 1980s, the proper procedure was to REMOVE the tissue before mailing. Back then, printers placed tissue between invitations after they were printed to keep the wet ink from touching anything. Once the ink was dry, the tissue was no longer necessary. However, environmental laws have changed since then, and some printing inks are made differently now. If an invitation gets hot or is pressed, some inks *may* lift off slightly. Today, the tissue is a true necessity. However, if your invitations arrive from the stationer without these tissue sheets, it is because you have selected a printing style and method that will not lift off.

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### *I heard that response cards are not "proper."*

Another outdated rule that is no longer valid! In the past, most people responded promptly to formal invitations without the aid of a pre-stamped, pre-printed response card. Unfortunately, times have changed, and a bride just can't count on such a courtesy! Weddings are bigger and more expensive. Caterers often require an exact number *weeks* in advance. Today response cards are a necessity unless you're having a really small wedding, in which case you can simply call anyone who doesn't respond.

**A WORD ABOUT: Stamps & Postage.** Before you mail your invitations, take a properly stuffed sample of your invitation to the post office to get weighed. (Oh, the horror stories I've heard about brides whose invitations were returned because of improper postage!) The post office has lovely stamps for invitations. Don't forget to purchase stamps for your response card envelopes as well. When you affix a stamp, don't place it along the very edge of the envelope; leave a small border showing on the top & right edge of the stamp.

### *When should I mail out my invitations?*

Six to eight weeks used to be the rule-of-thumb – and is still considered proper. However, the majority of my clients send out their invitations around 8-10 weeks in advance.

If you have a lot of out-of-state guests, then definitely opt for eight weeks in advance. If you're having a smaller wedding with mostly in-state guests, then six weeks is definitely sufficient.

I've known some brides to mail out their invitations 12 weeks (or more in some cases!) in advance. This is too much notice, in my opinion. Some recipients may set aside the invitation because it is so far in the future and literally forget about it!

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**HINT:** I have provided addressing services to brides who sent out their invitations in shifts (i.e.: the “A” list and “B” list). These brides waited until they got enough regrets to warrant a second mailing. I strongly advise against this method! Guests inevitably figure out which list they were on. Feelings really do get hurt.

*May I add a map, hotel information, etc. in the envelope with my invitation?*

Proper etiquette indicates that this type of information should be sent to your guests in a *separate*, informal mailing. However, if the cost of sending out a another mailing to all of your guests is prohibitive, here’s what I recommend: Have your map and other information printed on similar paper to your invitation in an attractive, complementary font; crop them or fold neatly to match the size of your invitation. (Don’t have your map and other information printed on regular white computer paper; don’t use a hand-drawn map unless it is a beautifully rendered work of art!) Place this information sheet **BEHIND** your invitation and other enclosures (response card and/or reception card) in your envelope. You don’t want the first thing a recipient to see upon opening your beautiful invitation is a map!



*Best wishes for a wonderful wedding!*

*I hope this guidebook has been helpful to you. If you have a question that was not covered in this guidebook, please feel free to send me an e-mail (cshuping@nc.rr.com) and I’ll do my best to send you a timely reply. I hope to make periodic updates to this book, and I can include these additional questions.*

## *Frequently Asked Questions*

**Brides:** Feel free to print out this book for your personal use!

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