

## WEDDING INVITATION WORDING ETIQUETTE

1	<p>MR AND MRS DAVID HALL REQUEST THE PLEASURE OF YOUR COMPANY AT THE MARRIAGE OF THEIR DAUGHTER</p>	2
3	<p><i>Isabella Mary</i> TO <i>Mr Daniel James Mason</i></p>	
	<p>AT ST GILES CHURCH, EVERSLEY ON SATURDAY 15<sup>TH</sup> AUGUST 2020 AT 1.00PM</p>	4
5	<p>FOLLOWED BY THE WEDDING BREAKFAST AND EVENING CELEBRATION AT WARBROOK HOUSE, EVERSLEY</p>	
	<p>RSVP BY 15<sup>TH</sup> MARCH 2020 4 ROTHWELL LANE HOOK, HAMPSHIRE HG5 2DE</p>	6
	<p>BLACK TIE</p>	

## EVERY INVITATION HAS TO HAVE THE FOLLOWING 1- 5:

**1 The HOST** - This line shows who is hosting the wedding.

Usually this is whoever is paying for the bulk of the wedding. Traditionally, this was the bride's parents, however it is becoming increasingly more common for couples to pay for their own wedding, or for the bride and groom's parents to help or equally share in the cost. Other situations, such as whether the host(s) are divorced or remarried will also affect how this line is worded. The choice of to title or not to title, eg. Mr and Mrs is determined by the formality of the wedding.

**2 The INVITATION** - The choice of wording usually suggests the formality of the occasion.

You may use a non-specific wording 'request the pleasure of your company' or name your guests 'request the pleasure of the company of.....'. A dotted line or space can be used for you to write in the guests names or for a small charge we can print the names for you. The way you address the guest usually follows the same format as the hosts, for example Hosts are 'Mr and Mrs', guests are addressed as Mr and Mrs.

**3 The BRIDE + GROOM (COUPLE)** - The bride's name is always before the groom's. If her parents are hosting then she will be referred to by her first and middle names only. The groom can be referred to by his first, middle (optional) and last name. The Groom's name would follow the format of the hosts, eg Mr... if the Hosts are Mr and Mrs.

Generally, if the word 'wedding' is used in the invitation line the Bride's name is followed by 'and' the Groom. If the word 'marriage' is used the Bride's name is followed by 'to' the Groom.

If the wedding is hosted by both sets of parents (or 'together with their parents') both surnames are used and the word 'and' is used to link them.

**4 The CEREMONY DETAILS** - We would normally suggest the order of location, date and time for the invitation. For the location: the street address is not usually necessary, unless the event is taking place at a private home. The town or city is always written but you would not normally include the post code. Date and time - you may use numbers in the date and time or write out in full, but remember to be consistent in your choice.

**5 The RECEPTION** - If the ceremony and reception are at the same location, the venue needs only to be written once. If the ceremony and reception are at different locations both venues need to be listed.

**6 OPTIONAL ADDED DETAILS** - If you are not having a separate RSVP card and an address is to be written on the invitation, etiquette suggests it is positioned on the left hand side under the general wording. Extras can be added such as 'carriages at midnight' or 'black tie', these would be written on the right hand side.

## BRIDE'S PARENTS AS HOSTS

### 1 WAYS TO ADDRESS THE HOST

- Mr and Mrs D. Smith
- Mr and Mrs David Smith
- David and Jane Smith

#### *Divorced parents:*

- Mr D. Smith and Mrs J. Edwards
- Mr David Smith and Mrs Jane Edwards
- David Smith and Jane Edwards

#### *Divorced parents with new partners:*

- Mr and Mrs D. Smith together with\* Mr and Mrs P. Edwards
  - Mr and Mrs David Smith and\* Mr and Mrs Paul Edwards
  - David and Sally Smith and\* Paul and Jane Edwards
- \*'together with' or 'and' can be used

### 2 SUGGESTIONS FOR THE WORDING OF THE INVITATION

#### *Formal invitation to non-specific guest:*

- request the pleasure of your company on the occasion of the marriage of their daughter...
- request the pleasure of your company to celebrate the marriage of their daughter...
- request your company at the marriage\* of their daughter...
- request the honour of your presence at the marriage of their daughter...

#### *Informal invitation to non specific guest:*

- have great pleasure in inviting you to celebrate the marriage of their daughter...
  - have great pleasure in inviting you to the wedding\* of their daughter...
  - would be delighted if you could join them to celebrate the marriage of their daughter...
  - are delighted to invite you to celebrate the marriage of their daughter...
- \*the word 'wedding' or 'marriage' can be used.

#### *Invitation to named guest:*

Replace 'your company' with 'the company of ...Guest name... etc' or replace 'inviting you' with 'inviting ...Guest name... etc.'

A dotted line or space can be used, or for a small charge, we can print your guest's names for you.

#### *Ways in which to address your 'GUESTS', format follows host:*

- |            |                                 |                                    |
|------------|---------------------------------|------------------------------------|
| Married    | - Mr and Mrs P. Jones           | - Mr and Mrs Peter Jones           |
|            | - Peter and Jane                | - Peter and Jane Jones             |
| Un married | - Mr J. Bloggs and Miss J. Hill | - Mr Joe Bloggs and Miss Jill Hill |
|            | - Joe and Jill                  | - Joe Bloggs and Jill Hill         |

### *Guests including children*

The main guests followed by:

- together with Timothy and Victoria - together with their children
- , Timothy and Victoria - and children

### 3 WORDING SUGGESTIONS FOR THE COUPLE

If the word 'marriage' is used in the 'invitation line', the Bride's name is linked to the Groom's name by the word 'TO'. If the word 'wedding' is used, the Bride's name is linked to the Groom's by the word 'AND'.

The Brides name is printed without the surname (middle name is optional)

The format of the Groom's name follows the host.

- Mr Daniel James Mason (middle name is optional)
- Daniel James Mason (middle name is optional)

### 4 WORDING SUGGESTIONS FOR THE CEREMONY DETAILS

#### *Usually venue, date then time:*

- at St Giles Church, Eversley on Saturday 15th August 2020 at 1.00pm
- at Saint Giles Church, Eversley on Saturday the fifteenth of August, two thousand and fifteen at one o'clock in the afternoon

### 5 WORDING SUGGESTIONS FOR THE RECEPTION DETAILS

#### *Same venue for the ceremony and reception:*

- and afterwards for the Wedding Breakfast and evening reception\*
- The Wedding Breakfast will be held after the ceremony followed by the evening celebration\*

#### *Different venue:*

- and afterwards for the Wedding Breakfast and evening reception\* at...
- Followed by The Wedding Breakfast and evening reception at...
- The Wedding Breakfast will be held after the ceremony at... followed by the evening reception\*
- and afterwards at....

\*the word 'celebration' or 'reception' can be used

### 6 WORDING SUGGESTIONS FOR RSVP DETAILS

- R S V P
- R S V P by (date)
- Kindly respond by (date)
- R S V P (with/without date) followed by address

### 6 OPTIONAL EXTRAS

- Carriages at (time)
- Black Tie
- Formal Dress

## BRIDE'S PARENTS AS HOSTS - EVENING INVITATIONS

### 1 WAYS TO ADDRESS THE HOST

(This will be the same as the day invitation)

### 2 SUGGESTIONS FOR THE WORDING OF THE INVITATION

#### *Formal invitation to non-specific guest:*

- request the pleasure of your company at the evening reception following the occasion of the marriage of their daughter
- request the pleasure of your company at the evening reception to celebrate the marriage of their daughter
- request your company at the evening celebration following the marriage of their daughter

#### *Informal invitation to non specific guest:*

- have great pleasure in inviting you to the evening reception to celebrate the marriage of their daughter...
  - have great pleasure in inviting you to at the evening celebration following the marriage of their daughter...
  - would be delighted if you could join them to celebrate the marriage of their daughter at an evening reception...
  - are delighted to invite you to an evening reception to celebrate the marriage of their daughter...
- \*the word 'reception' or 'celebration(s)' can be used.

#### *Invitation to named guest:*

Replace 'your company' with 'the company of ...Guest name...' or 'inviting you' with 'inviting ...Guest name...' etc.' A dotted line or space can be used, or for a small charge, we can print your guest's names for you.

#### *Ways in which to address your 'GUESTS', format follows host*

(This will be the same as the day invitation)

### 3 WORDING SUGGESTIONS FOR THE COUPLE

(This will be the same as the day invitation)

### 4/5 WORDING SUGGESTIONS FOR THE RECEPTION DETAILS

#### **Usually venue, date then time:**

- at Warbrook House, Eversley on Saturday 15th August 2020 at 7.00pm
- at Warbrook House, Eversley on Saturday the fifteenth of August, two thousand and fifteen at seven o'clock in the evening

### 6 WORDING SUGGESTIONS FOR RSVP DETAILS AND OPTIONAL EXTRAS

(This will be the same as the day invitation)

**SOMETHING A LITTLE DIFFERENT ?**

*These can be altered to fit most hosting situations...*

[Name] and [Name]  
have great pleasure in inviting you  
to share in the celebration of their marriage  
at Warbrook House, Eversley on Saturday 15<sup>th</sup> August 2020 at 4.00pm  
followed by Champagne and canapés and dinner at 7.00pm  
.....

[Name] and [Name]  
joyfully invite you to share in the celebration  
of their love and commitment  
the marriage ceremony starts at 4.00pm  
at Warbrook House, Eversley  
on Saturday 15<sup>th</sup> August 2020  
followed by dinner and dancing  
carriages at midnight  
.....

You are invited to share in the joy and celebration as  
[Name] and [Name]  
exchange marriage vows and  
begin their new life together  
on Saturday 15<sup>th</sup> August 2020 at St Giles Church, Eversley  
the marriage ceremony starts at 2.00pm  
followed by a reception at Warbrook House  
.....

[ Name] and [Name]  
warmly invite you to a part of their wedding day..  
.....

It is with joyful hearts we invite you  
to be present at the ceremony uniting  
[Name] and [Name]....