

WEDDING INVITATION WORDING ETIQUETTE

1 MR AND MRS DAVID SMITH
REQUEST THE PLEASURE OF YOUR
COMPANY AT THE MARRIAGE
OF THEIR DAUGHTER 2

3 *Sarah Louise*
TO
Jane Jones

4 AT WARBROOK HOUSE, EVERSLEY
ON SATURDAY 15TH AUGUST 2020
AT 1.00PM

5 FOLLOWED BY
THE WEDDING BREAKFAST AND
EVENING CELEBRATION

6
RSVP BY 15TH MARCH 2020
4 ROTHWELL LANE,
HOOK, HAMPSHIRE
HG5 2DE FORMAL DRESS

EVERY INVITATION HAS TO HAVE THE FOLLOWING 1- 5:

PAGE 1

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

Usually this is whoever is paying for the bulk of the wedding. 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 COUPLE - If one of the couple parents' are hosting then he/she will be referred to by his/her first and middle names only. The other partner can be referred to by his/her first, middle (optional) and last name. The second 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 first name is followed by 'and' the second name. If the word 'marriage' is used, the first name is followed by 'to' the second.

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.