



A A Y A N
C R E A T I O N S
e l e g a n t i n v i t e s

Invitation Etiquette and Guidelines

Invitations:

When it comes to invitations, maintaining an equal balance of etiquette and clarity is very important. You might want to think of meaningful quotations, song lyrics, or any other phrases that will give your guests a sense of the style of your wedding, just don't forget to include the basics.

The basics include:

- ❖ Name of host/hostess or parents hosting the event.
- ❖ The purpose of the invitation: A Wedding, A Birthday Party, A Baby Shower.
- ❖ Name of honoree (the bride and groom, the birthday person, the mother-to-be).
- ❖ Name and location of place/venue where the event will be held.
- ❖ Day, date and time of the event.
- ❖ URL of your wedding website (optional)
- ❖ Response card, direction card and/or accommodation card (optional).
- ❖ Proof-read several times for mistakes and/or forgotten information.

General rules:

- ❖ Wedding invitations should convey the mood of the event be it formal, whimsical, or intimate.
- ❖ Wedding invitations need to communicate the details about the proceedings of the day.
- ❖ When inviting a guest to the ceremony, it is proper etiquette to also invite them to the reception.

Addressing:

- ❖ Guest names should be written out in full; no nicknames should be used. Names of the bride and groom should be written in full. Do not use abbreviations or initials, except when using Mr., Miss, Ms. and/or Mrs.
- ❖ Only proper nouns should be capitalized.
- ❖ In formal invitations, spell out all words, including the hour, the date and the time. All numbers, except house numbers should be written out.
 - Use "seven o'clock in the evening" instead of 7pm, and "the fourth day of August Two Thousand Six" instead of August the 4th, 2006.
- ❖ Be sure to write out Street, Road, Avenue, Lane etc.
- ❖ Punctuation should not be used at the end of lines.
- ❖ Be specific about who you are inviting. Only the names of the people you are inviting should be on the invitation.
- ❖ It is socially incorrect to mention "no children allowed" or where you are registered on invitations. You can inform your guests of these important details when they RSVP.
- ❖ Response card envelopes should be self addressed and should include postage.

FAQs:

When should I send out save-the-date cards?

Save-the-date cards are typically sent 6 to 12 months in advance. This is very important for destination weddings or for any wedding that requires travel by most of the invited guests. It should include pertinent information, such as the bride and groom's names, the wedding date and the location.

When should I order my wedding invitations?

Wedding invitations should be ordered 4 to 5 months in advance. You might want to order them as soon as you have solidified all the major details: date; time; place etc.

How many invitations should I order?

You will only need one invitation per married couple or for a single person over 18. Remember to base the count on the number of addresses being mailed as opposed to the total number of guests. Also consider ordering extras to account for last minute guests or mailing errors.

Should I include RSVP cards?

Requesting a reply or an RSVP card back is a key element of an invitation. The return address on the reply envelope should be that of those hosting the event. Requesting a reply 2 to 3 weeks prior to your event date will ensure an accurate head count and help with the final arrangements.

Is it proper to request for a response by phone or email?

Formal social invitations are always responded to in writing. However, email and phone can be used for informal social events or business gatherings.

When should my invitations be mailed?

Wedding invitations should be mailed 6 to 8 weeks before the event. For summer and holiday weddings, many couples mail their invitations 10 weeks prior to the event since people are more likely to be traveling at those times. This will give your guests adequate time to make the necessary arrangements to attend your wedding.

How much postage will the invitations require?

Postage will vary depending on a number of factors. Your best bet is to assemble a set and take it to the post office so you are absolutely sure. You sure don't want these coming back to you because of insufficient postage!