|  |  |  |
| --- | --- | --- |
|  | **Outer Envelopes** | **Inner Envelopes** |
| **Single Guest** |  |  |
| Unmarried Female | Miss Jane Jones or Ms. Jane Jones | Miss Jones and Guest or Ms. Jones and Guest |
| Divorced Female-kept married name (Smith) | Mrs. Jane Smith or Ms. Jane Smith | Mrs. Smith and Guest or Ms. Smith and Guest |
| Divorced Female-back to married name (Jones) | Ms. Jane Jones | Ms. Jones  and Guest |
| Widowed Female | Mrs. Jane Smith or Mrs. John Smith | Mrs. Smith  (and Guest)  \*never use 'and guest' if recently widowed. |

|  |  |  |
| --- | --- | --- |
| **Children** |  |  |
| Children under 18 | \*Do not put on outer envelope  Only list parents. | And Kayla (1 child) Kayla and Johnny (2+children) \*List by age-oldest first. |
| Child 18 and over | Miss Kayla Jones | Miss Jones and Guest |
| **Couples** |  |  |
| Unmarried couples who do not live together | Miss Jane Jones  \*the only name on the outer should be the person who lives at the address. | Miss Jones Mr. Davis |
| Unmarried couples who live together | Miss Jane Jones Mr. Carl Davis | Miss Jones Mr. Davis |
| Married couples-\*notice the use of 'and' to signify marriage in the following: | Mr. And Mrs. Carl Davis | Mr. And Mrs. Davis |
| Married Couple-She kept maiden name | Mrs. Jane Jones and Mr. Carl Davis | Mrs. Jones and Mr. Davis |
| Married Couple-She has hyphenated last name | Mrs. Jane Jones-Davis and Mr. Carl Davis | Mrs. Jones-Davis and Mr. Davis |
| Married Couple-She has a professional title and he does not. | Doctor Jane Davis and Mr. Carl Davis | Doctor Davis and Mr. Davis |
| Married Couple-both are doctors | Doctor Jane Davis  and Doctor Carl Davis  or  The Doctors Davis | The Doctors Davis |
| Married Couple-both are doctors with different last names | Doctor Jane Jones and Doctor Carl Davis | Doctor Jones and Doctor Davis |
| Same sex Couples-list in alphabetical order by last name | Mr. Fred Smith Mr. Mark Jones | Mr. Smith and Mr. Jones |
| **Military** |  |  |
| He is a commissioned officer | Colonel and Mrs. Carl Davis | Colonel and Mrs. Davis |
| He is a non-commissioned officer or enlisted man | Mr. And Mrs. Carl Davis | Mr. and Mrs. Davis |
| He is a retired commissioned officer | Colonel and Mrs. Carl Davis | Mr. and Mrs. Davis |
| She is a commissioned officer, he is not | Mr. and Mrs. Carl Davis or Captain Jane Davis and Mr. Carl Davis | Mr. and Mrs. Davis or Captain Davis and Mr. Davis |
| **Misc.** |  |  |
| Judge | The Honorable and Mrs. Carl Davis | Judge and Mrs. Davis |
| Reverend | Reverend and Mrs. Carl Davis | Reverend and Mrs. Davis |