Check these points before dropping your invitations in the mail!

-

Double check the spelling of your guests' names before addressing the envelopes.

- Invitations are always addressed to both members of a married couple.
- An invitation to an unmarried couple residing at the same address is addressed with both names connected by "and." Use one or two lines, depending on length.
- No abbreviations or middle initials are used when addressing formal invitations.
- If children are invited but are not receiving a separate invitation, their names may be written on a line below their parents' names on the inner envelope. If no inner envelope is used, children's names are written on the outer envelope below the names of their parents.

Consider the RSVP address.

Responses and gifts are likely to be sent to the return address on the outer envelope. If guests should reply to a different address, use it for the reply card envelope or list it below the RSVP line on the invitation.

Assembly and Mailing Tips

- Allow plenty of time to address, assemble, and mail all invitations.
- Order extra envelopes - inner and outer - in case of errors.
- Organize the master guest list in a useful form, such as on file cards, in a computer database, or on a spreadsheet.
- Before buying stamps, have a completely assembled invitation (or two if variations: one for local guests, another for out-of-town guests that may include additional enclosures) weighed at the post office to determine correct postage.
- Place a folded formal invitation into the inner or outer envelope with the folded (left) edge first and the printed side facing up, toward the back of the envelope so the prinitng is visible when the envelope is opened.
- If the invitation is on a single sheet, place it into the inner envelope (if used) or outer

envelope left edge first with the printed side facing the back of the envelope.

- Insertions go on top of the printed side of the invitation inside the inner envelope (if used) or outer envelope. Tissues are optional. If used, they are placed on top of the invitation.
- When response cards are used, lightly mark the back of each card with an identifying number in case guests neglect to write in their names when RSVPing.
- Before sealing the outer envelope, double- and triple-check that the names on the inner and outer envelopes match up.