



SINCERELY YOURS, DIANE

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HELPFUL HINTS FOR ASSEMBLING THE PERFECT LIST

1. Email an upper/lower case list in an excel spreadsheet, which I will provide.
2. Make sure all names are preceded by Mr., Mrs., Ms., Miss, Master or their appropriate title.
3. The person with the title should always appear first:

Dr. and Mrs. Thomas Green

Dr. Carin Green and Mr. Thomas Green

4. Married doctors will be either:

Dr. Carin Green and Dr. Thomas Green

The Doctors Green

5. Married couples with different last names will appear in the first cell, if room allows, and will always be joined by “and”.
6. If a couple is not married, but living together, your friend would go in the first cell and the partner would go in the 2nd cell with no “and” in between their names. The “and” would mean they are married
7. Please make it obvious who the children are on the list. Column one would have the parents and column two would have the children.

Children are listed by age, oldest first. Children over 16 should get their own invitation. Young girls are “Miss”. Boys under 13 are “Master, over 13, “Mr.”.

Girls who follow each other by age will be:

Misses Samantha and Eden Green

Boys will be either:

Masters John and David Green

Messrs. Steven and Brian Green

Children of different sexes mixed up by age are best done:

Samantha, John and Eden Green

or and Family

8. Middle initials should not be used. If you do not know what the middle initial stands for, just leave it out altogether.
9. The term “and Guest” or “and Escort” is proper and should go in the second cell. However, it is more respectful if you can find out the name of the guest.
10. When using the title “Honorable” and spouse, it will be lettered:

The Honorable James Jones and Mrs. Jones

The Honorable Agnes Jones and Mr. Jones

11. When you have an inner envelope and it is lettered for an “Honorable” guest, please specify why he or she has that title.

The inner envelope would then read, for example

Judge and Mrs. Jones

12. Women widowed within the past two or three years should be:

Mrs. James Jones

Beyond that time she may prefer to start using:

Mrs. (or Ms.) Jane Jones

