

## NON SPECIFIC HOST

Every DAY TIME invitation needs to specify:

- \* The 'invitation'
- \* The 'Couple'
- \* The details: the venue(s), the date, the time
- \* Reception details

Optional:  
\* RSVP details

### EXAMPLE



### EXAMPLES OF THE WORDING YOU MAY USE FOR THE 'INVITATION':

#### Formal invitation to non specific guest:

'The pleasure of your company is requested on the occasion of the marriage of'  
'The pleasure of your company is requested at the wedding of\*'  
'The honour of your presence is requested at the marriage of'

#### Informal invitation to non specific guest:

'It is with great pleasure that you are invited to the wedding\* of'  
'It is with great pleasure that you are invited to celebrate the marriage of'  
'You are invited to the marriage\* of'  
\*the word 'wedding' or 'marriage' can be used.

#### Formal invitation to named guest:

'The pleasure of the company of..... is requested on the occasion of the marriage of'  
'The pleasure of the company of..... is requested at the wedding\* of'  
'The honour of the presence of..... is requested at the marriage of'

#### Informal invitation to named guest:

'It is with great pleasure that..... is invited to the wedding\* of'  
'It is with great pleasure that..... is invited to celebrate the marriage of'  
'..... are (or is) invited to the marriage\* of'  
\*the word 'wedding' or 'marriage' can be used.

## WAYS IN WHICH TO ADDRESS YOUR GUESTS

(usually male guest followed by the female)

### Married

'Peter and Jane'                      'Peter and Jane Jones'                      'Mr. and Mrs. P. Jones'

### Un married

'Joe and Jill'                      'Joe Bloggs and Jill Smith'                      'Mr. J. Bloggs and Miss J. Smith'

### Including children, the above followed by:

'...together with Edward and Victoria'                      '...together with their children'  
'...and Edward and Victoria'                      '...and children'

## EXAMPLES OF THE WORDING YOU MAY USE FOR THE 'COUPLE'

*Traditionally the Bride's name followed by the Groom's name*

'Kathryn Jane Smith and James David Cooper'                      'Kathryn Smith and James Cooper'  
'Miss Kathryn Jane Smith and Mr. James David Cooper'                      'Miss. Kathryn smith and Mr. James Cooper'  
'Kathryn and James'

## EXAMPLES OF THE WORDING YOU MAY USE FOR THE 'DETAILS'

### VENUE, DATE THEN TIME:

'at Brookfield Manor, Hathersage on Saturday the twenty fifth of June two thousand and five at one o'clock.'  
'at Brookfield Manor, Hathersage on Saturday 25th June 2005 at 1.00pm'

## EXAMPLES OF WORDING YOU MAY USE FOR 'RECEPTION DETAILS'

### Same venue for the ceremony and reception:

'The Wedding Breakfast and reception follow the ceremony.'  
'The Wedding Breakfast will be held after the ceremony followed by the evening reception\*.'  
'and afterwards for the Wedding Breakfast and evening reception\*.'  
'the reception will be held afterwards in....'

\*the word 'celebration' or 'reception' can be used.

### Different venue:

'The Wedding Breakfast and reception follow the ceremony at....'  
'The Wedding Breakfast will be held after the ceremony followed by the evening reception\* at....'  
'The reception will be held afterwards at....'  
'and afterwards at.....for the Wedding Breakfast and evening reception\*.'  
'and afterwards at....'

\*the word 'celebration' or 'reception' can be used.

## EXAMPLES OF WORDING YOU MAY USE FOR 'RSVP' DETAILS

'RSVP'                      'RSVP by.....'  
'Kindly respond by.....'                      'RSVP (then address)'

## NON SPECIFIC HOST

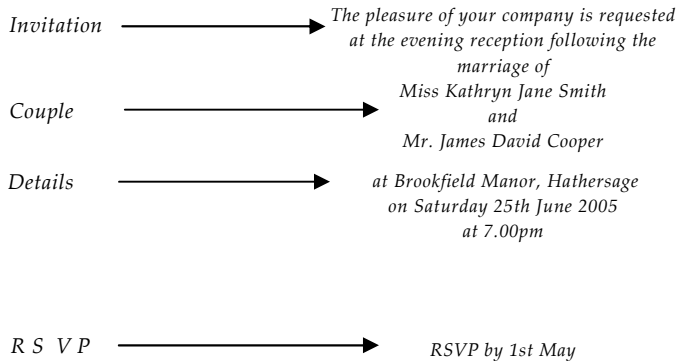
Every EVENING invitation needs to specify:

- \* The 'invitation'
- \* The 'Couple'
- \* The details: the venue(s), the date, the time
- \* Reception details

Optional:

- \* RSVP details

### EXAMPLE



### EXAMPLES OF THE WORDING YOU MAY USE FOR THE 'INVITATION':

#### Formal invitation to non specific guest:

'The pleasure of your company is requested at the evening reception\*\* following the occasion of the marriage of '

'The pleasure of your company is requested at the reception\*\* following the wedding of\*'

'The honour of your presence is requested at the evening celebration\*\* following the marriage of'

#### Informal invitation to non specific guest:

'It is with great pleasure that you are invited to the evening reception following the marriage\* of'

'It is with great pleasure that you are invited to celebrate the marriage of'.... at an evening reception

'You are invited to the evening celebrations following the wedding\* of'

#### Formal invitation to named guest:

'The pleasure of the company of..... is requested at the evening reception\*\* following the occasion of the marriage of '

'The pleasure of the company of..... is requested at the reception\*\* following the wedding of\*'

'The honour of the presence of..... is requested at the evening celebration\*\* following the marriage of'

#### Informal invitation to named guest:

'It is with great pleasure that..... is invited to the evening reception following the marriage\* of'

'It is with great pleasure that..... is invited to celebrate the marriage of.... at an evening reception'

'..... are (or is) invited to the evening celebration\*\* following the marriage of'

\* the word 'wedding' or 'marriage' can be used. \*\* the word celebration or reception can be used

## WAYS IN WHICH TO ADDRESS YOUR GUESTS

(usually male guest followed by the female)

### Married

'Peter and Jane'                      'Peter and Jane Jones'                      'Mr. and Mrs. P. Jones

### Un married

'Joe and Jill'                              'Joe Bloggs and Jill Smith'                      'Mr. J. Bloggs and Miss J. Smith'

### Including children, the above followed by:

'...together with Edward and Victoria                      '...together with their children'

'...and Edward and Victoria'                      '...and children'

### EXAMPLES OF THE WORDING YOU MAY USE FOR THE 'COUPLE'

*Traditionally the Bride's name followed by the Groom's name*

'Kathryn Jane Smith and James David Cooper'                      'Kathryn Smith and James Cooper'

'Miss Kathryn Jane Smith and Mr. James David Cooper'                      'Miss. Kathryn smith and Mr. James Cooper'

'Kathryn and James'

### EXAMPLES OF THE WORDING YOU MAY USE FOR THE 'DETAILS'

#### VENUE, DATE THEN TIME:

'at Brookfield Manor, Hathersage on Saturday the twenty fifth of June two thousand and five at seven o'clock.'

'at Brookfield Manor, Hathersage on Saturday 25th June 2005 at 7.00pm'

### EXAMPLES OF WORDING YOU MAY USE FOR 'RSVP' DETAILS

'RSVP'    'RSVP by.....'

'Kindly respond by.....'                      'RSVP (then address)'