

SAMPLES OF TRADITIONAL/FORMAL WORDING FOR INVITATIONS

We would like to provide you with sample wording for your invitations and response cards. We suggest that you order approximately 20% more stationery than your actual count. We also suggest that you allow at least two weeks for addressing and mailing the invitations, longer if using a calligrapher or if your guest list is very large.

- The wording below is to be used as a guide and for suggestive purposes only, if any additional information is needed to be placed on your invitation, please notify us immediately.
- The use of the Ampersand (&) is to be used upon request.

1. WHEN THE BRIDE'S PARENTS SPONSOR THE WEDDING:

Mr. and Mrs. Alexander Waterman smith
request the honor of your presence
At the marriage of their daughter
Carol Ann
to
Mr. William James Clark
on Saturday, the twelfth of august
two thousand eleven
at two o'clock in the afternoon
The cathedral
Atlanta, Georgia

2. WHEN THE GROOM'S PARENTS SPONSOR THE WEDDING:

Mr. and Mrs. Michael Burdell Clark
request the honor of your presence
at the marriage of
Miss Carol Ann Smith
to their son
Mr. William James Clark

3. WHEN BOTH THE BRIDE AND GROOM'S PARENTS SPONSOR THE WEDDING:

Mr. and Mrs. Alexander Waterman Smith
and
Mr. and Mrs. Michael Burdell Clark
request the honor of your presence
at the marriage of their children
Miss Carol Ann Smith
to
Mr. William James Clark

OR

Mr. and Mrs. Alexander Waterman Smith
request the honor of your presence
at the marriage of their daughter
Carol Ann Smith
to
William James Clark

4. WHEN THE BRIDE AND GROOM SPONSOR THEIR OWN WEDDING:

The honor of your presence is requested
at the marriage of
Miss Carol Ann Smith
And
Mr. William James Clark

OR

Miss Carol ann Smith
and
Mr. William James Clark
request the Honor of your Presence at their marriage

5. WITH DIVORCED OR DECEASED PARENTS:

A) WHEN THE BRIDE'S MOTHER IS SPONSORING THE WEDDING AND IS NOT REMARRIED:

Mrs. Julie Hurden smith
requests the honor of your presence
at the marriage of her daughter
Carol Ann

B) WHEN THE BRIDE'S MOTHER IS SPONSORING THE WEDDING AND HAS REMARRIED:

Mrs. Julie Hurden Booker
requests the honor of your presence
at the marriage of her daughter
Carol Ann Smith

OR

Mr. and Mrs. John Thomas Booker
request the honor of your presence
at the marriage of Mrs. Booker's Daughter
Carol Ann Smith

C) WHEN THE BRIDE'S FATHER IS SPONSORING THE WEDDING AND HAS NOT REMARRIED:

Mr. Alexander Waterman smith
requests the honor of your presence
at the marriage of his daughter
Carol Ann Smith

D) WHEN THE BRIDE'S FATHER IS SPONSORING THE WEDDING AND HAS REMARRIED:

Mr. and Mrs. Alexander Waterman Smith
request the honor of your presence
at the marriage of Mr. Smith's daughter
Carol Ann

6. DECEASED PARENTS

A) WHEN A CLOSE FRIEND OR RELATIVE SPONSORS THE WEDDING:

Mr. and Mrs. Bandt Elliot Lawson
request the honor of your presence at the marriage of their granddaughter
Carol Ann Smith

7. IN MILITARY CEREMONIES, THE RANK DETERMINES THE PLACEMENT OF NAMES:

A) ANY TITLE LOWER THAN SERGEANT SHOULD BE OMITTED. ONLY THE BRANCH OF SERVICE SHOULD BE INCLUDED UNDER THAT PERSON'S NAME:

Mr. and Mrs. Alexander Waterman smith
request the honor of your presence
at the marriage of their daughter
Carol Ann
United States Army
to
William James Clark

B) JUNIOR OFFICER'S TITLES ARE PLACED BELOW THEIR NAMES AND ARE FOLLOWED BY THEIR BRANCH OF SERVICE:

Mr. and Mrs. Alexander Waterman Smith
request the honor of your presence
at the marriage of their daughter
Carol Ann
to
William James Clark
First Lieutenant, United States Army

C) IF THE RANK IS HIGHER THAN LIEUTENANT, TITLES ARE PLACED BEFORE NAMES, AND THE BRANCH OF SERVICE IS PLACED ON THE FOLLOWING LINE:

Mr. and Mrs. Alexander Waterman Smith
request the honor of your presence
at the marriage of their daughter
Carol Ann
to
Captain William James Clark
United States Navy

SAMPLE OF A LESS FORMAL MORE CONTEMPORARY INVITATION

Mr. and Mrs. Alexander Waterman Smith
would like you to
join with their daughter
Carol Ann
and
William James Clark
in the celebration of their marriage

RESPONSE CARD/RSVP CARD SAMPLE WORDING

M _____
(the M may be eliminated from the line, especially if many Drs. Are invited)
___ accepts
___ Regrets
Saturday the fifth of July
The Cathedral

OR

The favor of your reply is requested
By the twenty-second of May
M _____
Will ___ attend

RECEPTION CARD WORDING – FORMAL

Mr. and Mrs. Alexander waterman smith
request the pleasure of your company
Saturday, the third of July
at three o'clock
The Cathedral
1111 Waterview Lane
Atlanta, Georgia

RECEPTION CARD WORDING – LESS FORMAL

Reception immediately following the ceremony
The Cathedral
1111 Waterview Lane
Atlanta, Georgia
