

<i>Guest</i>	<i>*Ensemble Folder</i>	<i>**Outer Envelope</i>
Married couple with children under 18	Mr. and Mrs. Roberts Susan, Michael and Jane	Mr. and Mrs. David Roberts 57 Evergreen Lane Anytown, Pennsylvania 18555
Married, but wife has kept maiden name	Ms. Johnson and Mr. Smith	Ms. Helen Johnson and Mr. David Smith
Unmarried man (with guest)	Mr. Brown and Guest	Mr. John Brown
Unmarried woman (with guest)	Miss Davis and Guest	Miss Kathy Davis
Engaged couple	Mr. Sanderson and Miss Walker	Mr. George Sanderson
Divorced woman	Mrs. O'Rourke or Mrs. Black O'Rourke	Mrs. Mary O'Rourke or Mrs. Mary Black O'Rourke
Widow	Mrs. Jackson	Mrs. Thomas Jackson
Two or more sisters /brothers over 18, but still at home	The Misses Cummings The Messrs. McMillan	The Misses Jane and Joan Cumming The Messrs. Jack and Sam McMillans
Unmarried couple living together but still at home	Miss Thompson Mr. Walters	Miss Jill Thompson Mr. Richard Walters

\* The Ensemble folder is exclusive to Momental and replaces the traditional inner envelope. It is a folded card to coordinate with and enclose all invitation components.

For a more modern, casual addressing approach you can simply use the first names of your guests on the ensemble folder/inner envelope. Keep in mind that the name you use is determined by the party hosting the event and therefore inviting the guests. For example, if the parents are hosting and sending the invites, the formal option should most often be used. If you and your fiancée are inviting, the causal option could be very nice.

\*\* For the outer envelope always use the following format if a traditional look is desired:

Mr. and Mrs. David Roberts  
57 Evergreen Lane  
Anytown, Pennsylvania 18555

Also, spell out words like apartment and number. If formal addressing is desired never use abbreviations.



# M o m e n t a l

HANDMADE CUSTOM INVITATIONS AND STATIONERY BY KRISTY RICE

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<i>Guest</i>	<i>*Ensemble Folder</i>	<i>**Outer Envelope</i>
Married Couple she has hyphenated last name	Mrs. Amanda Baker-Jones and Mr. Samuel Jones	Mrs. Baker-Jones and Mr. Samuel Jones
Married Couple and both are doctors	Doctor Jones and Mr. Jones	Doctor Amanda Jones and Mr. Samuel Jones
Married Couple both are doctors but with different last names	Doctor Baker and Doctor Jones	Doctor Amanda Baker and Doctor Samuel Jones
Same sex couples list them in alphabetical order by last name	Mr. Albertson Mr. Madison	Mr. George Albertson Mr. Roger Madison
Child under age 18	Nicole (1 child)	Do not put on outer envelope
Child age 18 + should have own invitation	Miss Jones and Guest	Miss Nicole Jones
He is a commissioned officer	Colonel and Mrs. Jones	Colonel and Mrs. Samuel Jones
He is a non-commissioned officer or enlisted man	Mr. and Mrs. Jones	Colonel and Mrs. Samuel Jones
She is a commissioned officer, he is not	Mr. and Mrs. Jones or Captain Jones and Mr. Jones	Mr. and Mrs. Amanda Jones or Captain Amanda Jones and Mr. Samuel Jones
Judge	Judge and Mrs. Jones	The Honorable and Mrs. Samuel Jones
Reverend	Reverend and Mrs. Jones	Reverend and Mrs. Samuel Jones



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*Never hesitate to contact Kristy with any  
etiquette questions!*