



INVITATION WORDING WORKSHEET

Invitation wording is critical in communicating the relationships of those involved in the event, in addition to who is hosting. Carefully review this chart to create a draft of your wording.

INVITATION

HOST LINE

Bride and groom hosting	Lana Anne Smith and Thomas Collins
Bride, groom and parents	Together with our parents, we
Bride's parents	Formal: Mr. and Mrs. George Smith Informal: Diana and George Smith
Divorced parents	Mr. Charles Smith, Mr. and Mrs. Mario Martin
Deceased parent	The pleasure of your company is requested at the marriage of Lana Smith, daughter of Charles Smith and the late Constance Smith

REQUEST LINE

Ceremony at a place of worship	Request the honour of your presence at the wedding of their daughter Lana Smith
Secular ceremony	Request the pleasure of your company at the wedding of
Informal	Would be delighted to have your company at the wedding of their daughter Lana Smith

BRIDE AND GROOM LINE

Traditional	Lana Anne to Mr. Thomas John Collins
Contemporary	Lana Smith to Thomas Collins; Lana Smith and Thomas Collins

DATE OF EVENT

Formal ceremony	Saturday, October Second, Two Thousand Six at eleven o'clock in the morning
Semi-formal	Saturday, October 2, 2006 at 11 a.m.
Informal	10/2/2006 at 11 a.m.

LOCATION

Name of location and address	At Grand View Place, 1736 Mountain Road, Mountaindale, Michigan
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INVITATION WORDING

Fill out the following and check it carefully, both before you submit it to the stationer and when you receive your proofs.

Host line	_____
Request line	_____
Bride and groom lines	_____
Date and time lines	_____
Location	_____

RECEPTION LINE/RECEPTION CARD

Reception at ceremony location (on invite)	Reception immediately following ceremony
Reception at different location (on invite)	Reception following at the Grand Oaks Hotel, 35647 Grendale, Grendale, Michigan
Reception at different location (on separate invitation card)	Reception six o'clock, Grand Oaks Hotel, 35647 Grendale, Michigan
<i>Needed only if there is no room on the invite or if only certain people are invited to the ceremony</i>	

RSVP CARD, MAIL-IN CARDS

Traditionally, guests would give notice of their attendance on their own stationery. This option is still proper etiquette, but you might have a more accurate head count if you include a separate response card with a stamped envelope.

On invitation	RSVP by the first of October
Separate card	The favour of a reply is requested before the first of October (formal); please respond before October 1 (informal)
Fill-in response card (complete with stamped envelope)	Please respond before October 1 (informal) M _____, will _____ attend

WORDING FOR SPECIAL SITUATIONS:

Groom's parents host:	"Mr. And Mrs. Charles Kent request the honor of your presence at the marriage of Marisa Marie Thomas to their son Charles John Kent Jr. ..."
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Fill out the following and check it carefully, both before you submit it to the stationer and when you receive your proofs.

RECEPTION LINE/CARD WORDING

RSVP LINE OR REPLY CARD WORDING

