



Lettering by Lynne

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Preparing Your List for Computerized Calligraphic Lettering

DO:

- ♦ Do spend time compiling and proofing your list before you give it to me. Whatever you have typed is what will appear on the envelope. I will, however, correct obvious errors.
- ♦ Do **spell out** all state names. all street addresses (street, road, avenue, post office box, etc.).
- ♦ Use two files (or separate columns in Excel) - one for the outside envelopes, one for the inside envelopes (*the inside envelopes should contain just the salutation and the last name(s) of the guest(s)*). If you want to be informal, you may use first names on the inside envelope. *If there is only one envelope, you need only one file or no extra column in Excel - all names will go on that single envelope, including "and Guest"*.
- ♦ Do type in the following format (for *Word* or *WordPerfect*):

Outside Envelopes (file #1):

Mr. and Mrs. Jonathan Smith

2345 West Coronation Drive, #325

Alexandria, Virginia 22300 (followed by blank line)

Next name/address

Inside Envelopes (file #2):

Mr. and Mrs. Smith (followed by blank line)

Next name

- ♦ Do include a column for the inside envelope names if you use **Excel**. (if you have 2 envelopes).
- ♦ Do specify "zip code" for format of zip code column in Excel (otherwise leading zeroes will disappear).
- ♦ Do keep a copy of the list you give me, so that we can discuss any questions.
- ♦ Call or e-mail me with any questions about how to type the list.

DON'T:

- ♦ Don't type list in all caps (unless you want your envelopes addressed that way!!)
- ♦ Don't add page breaks - let pages break naturally, even in the middle of an address.
- ♦ Don't add headers and footers - I must remove them.
- ♦ Don't type the list in columns. It should be a single column.
- ♦ Don't number each entry - unless you want those numbers on your envelopes.

ETIQUETTE:

- ♦ **Outside Envelope:** contains names of main invited guest(s) - no children, guests, etc.
- ♦ **Inside Envelope:** Contains names of main guest(s), plus extra guests, such as children, fiancé/fiancée. Place the extra names **underneath** the main name on the inside envelope. (If only one envelope, ignore this rule.)
- ♦ **Single women** may be addressed as "Ms.", "Miss", or "Mrs. (widowed or divorced)", as appropriate.
- ♦ **Girls** under the age of 13 should be addressed as "Miss" or just by their first name. **Single men** are addressed as "Mr.". **Boys** under the age of 13 may be addressed as "Master" or just by their first name.
- ♦ **Children under the age of 18** who live with their parents may be included in the same invitation. If they are over the age of 18, they should receive a separate invitation.
- ♦ Be specific about addressing invitations to single people. If you want them to bring someone, add "**and Guest**" for a male, "**and Escort**" for a female. (It is also okay to use "and Guest" for a female.) If they are engaged, use the name of the fiancé/e, if you know it, or add "and Fiancé" or "and Fiancée".
- ♦ **Couples living together** receive one invitation, with each name on a separate line *without the word "and"*. **Married couples with different names** should have each name on a separate line *with the word "and"*. **Couples who are both doctors** may be addressed as "Drs. Mary and John Smith", or each name may be listed on a separate line, each preceded by "Dr.". To be very formal, spell out "Doctor".
- ♦ **The clergy, political and military** guests should be addressed by their titles. I can help with this.

BE SURE TO ORDER ENOUGH INVITATIONS. I WILL NEED EXTRA ENVELOPES.

INSTRUCTIONS FOR USING EXCEL SPREADSHEET FOR GUEST LIST

TITLE	FIRST NAME	LAST NAME	ADDITIONAL NAME(S) *	STREET 1	STREET 2	CITY	STATE	ZIP	COUNTRY	INSIDE ENVELOPE
Doctor and Mrs.	Alan James	Brown		3247 West Adams Lane	Apartment 3C	Baltimore	Maryland	21205		Dr. and Mrs. Brown Heather and Tom
Ms.	Susan	Anderson	Mr. John Greene	1587 Noland Terrace		Alexandria	Virginia	22306		Ms. Anderson Mr. Greene
Mr.	Allen	Roberts		4298 Listerson Road	Unit 403	New York	New York	10367		Mr. Roberts and Guest
Mr. and Mrs.	Jason	Clark	Miss Allison Burke	437 West End Road		London		NW2 8 LS	England	Mr. and Mrs. Clark Miss Allison Burke
Mr.	Edward	Johnston	and Ms. Lucy Rein	3587 Anderson Circle		Newark	New Jersey	07423		Mr. Johnston and Ms. Rein

* Additional Names for Outer Envelope (Inside Envelope has its own column -- and the Inside Envelope column is not necessary if there is only one envelope)

Names will appear (centered) on envelopes, as follows:

OUTER ENVELOPE:

Doctor and Mrs. Alan James Brown
3247 West Adams Street
Baltimore, Maryland 21205

Ms. Susan Anderson
Mr. John Greene
1587 Noland Terrace
Alexandria, Virginia 22306

Mr. Allen Roberts
4298 Listerson Road
New York, New York 10367

Mr. and Mrs. Jason Clark
437 West End Road
London, England NW2 8LS

Mr. Edward Johnston
and Ms. Lucy Rein
Newark, New Jersey 07423

INNER ENVELOPE:

Doctor and Mrs. Brown
Heather and Tom

Ms. Anderson
Mr. Greene

Mr. Roberts
and Guest

Mr. and Mrs. Clark
Miss Allison Burke

Mr. Johnston
and Ms. Rein

(married couple) - Use "Doctor" for formal invitations, "Dr." for less formal invitations
their children - inner envelope may also have "Dr."

(unmarried couple, living together)

(single person with guest)

(married couple with child – first name only for child is also acceptable)

(married couple with different last names)
3587 Anderson Circle

Please do not use any abbreviations. If you prefer to be informal, you may use first names for the inside envelope. If you need a column for spouses, please remove it from the version you send to Lettering by Lynne. Otherwise the spouse's name will appear on the envelope on a separate line.

If you need more than one line (for Inside Envelope or Additional Name), use ALT ENTER to move to the next line. **DO NOT USE SPACES TO MOVE TO ANOTHER LINE. PLEASE DO NOT MAKE A NEW ROW FOR AN ADDITIONAL NAME – THIS WILL RESULT IN THAT NAME APPEARING ON A SEPARATE ENVELOPE.**

Be sure to format **Zip Code** column as a zip code – otherwise, zip codes that start with zero (New Jersey, Massachusetts) may lose the zero. Let me know if you need help with this column.