



*Mayla*

*Indian Invitation Guidebook*



## *Table of Contents*

---

1. Basic Invitation Etiquette	Page 3
2. Wedding/Reception Examples	Page 4
3. Sangeet Examples	Page 8
4. Response Card Examples	Page 10
5. Addressing Examples	Page 12

## Basic Rules of Etiquette

---

- **When to Mail:** In general invitations should be mailed **at least** 6 weeks prior to the wedding. For destination weddings, or ones that will require several guests to travel it may be helpful to mail a save the date at least 4 months prior to the wedding.
- All phrasing is in the third person.
- **No Punctuation** at the ends of a line (commas, periods, colons, etc.). It is okay to use commas within lines to separate the day from the date, the city from the state and a man's surname from "Jr./junior/II/III", etc.
- **No abbreviations:** Common words shown below should be spelled out
  - "Road", "Street", "Avenue", "Reverend", "Doctor",
  - All military titles should be spelled out.
  - Days, dates, and times are always spelled out.
  - *Exceptions are:* "Mr." and "Mrs.", "junior" should be the "j" is not capitalized.
- **Only capitalize proper nouns**
  - names of people and places, cities, states, name of the day of the week, month name, etc.
  - Exceptions are the year line("Two thousand") or where the noun is the beginning of a new sentence or thought ("T" in "The favour of a reply is requested" or "Reception to follow")
- **Favor or Favour? Honor or Honour?** Be consistent. Traditionally the formal spelling with the "u" is considered in proper wedding etiquette, but whichever form you choose, use it in both words.
- **Children:** It is considered inappropriate to write, "no children please" on the invitation or any part of the wedding ensemble.
- **Attire:** "Black tie" does not need to appear on the invitation. If the event takes place after six o'clock, your guests should assume that it is a formal event. If you are concerned, however, you may write "Black tie" as a right footnote on your reception card.
- **Gifts:** It is considered inappropriate to list registry locations, "no boxed gifts", or no gifts please on an invitation. Gifts should not be expected from your guests, and therefore should be left out of the invitation.
- **Response Cards:** The reply by date for the response card should be at least 2 weeks prior to the wedding or whenever your caterer needs a final count. A word of caution, you may find yourself chasing down responses, so dating the response 3 weeks before the event may give you the extra time you need to chase down any "stragglers"

## *Wedding Ceremony Example 1*



*|| Shree Ganeshai Namah ||*

*Shri Rajan and Srimati Sunita Shah  
request the honor of your presence at the  
wedding ceremony  
of their daughter*

*Rani  
to  
Sanjay  
Son of Shri Jagdish and Srimati Radha Patel*

*Saturday, the tenth of May  
Two thousand and seven  
Belvedere Mansion  
Fairfield, New Jersey*

*~Program~*

<i>Baraat</i>	<i>11:00 am</i>
<i>Wedding Ceremony</i>	<i>11:30 am</i>
<i>Lunch</i>	<i>12:30 pm</i>

*~With Blessings From~  
Rajesh Patel  
Rohan Patel*

## *Combined Wedding and Reception Example 2*



*|| Om Shree Ganeshai Namah ||*

*Mahesh and Rekha Mehta  
request the honor of your  
presence at the auspicious occasion of the marriage of  
their daughter*

*Rupa*

*to*

*Rahul*

*Son of Ahsok and Manju Jain*

*Saturday, the sixteenth of June  
Two thousand and seven*

*Victorian Manor  
Bloomfield, Michigan*

*Baraat~ 2:00pm*

*Cocktail Hour ~ 4:00 pm*

*Ceremony~ 3:00pm*

*Reception ~ 5:00 pm*

*Combined Wedding and Reception Insert Example 3*

---



*Shri Ganesh Namaha*

*Pradeep & Pushpa reddy  
request the honour of your presence  
in celebrating the wedding of their daughter*

***Shivali***

***to***

***Vinod***

*Son of Rajesh and Kalpana Rao*

*Saturday the fifteenth of September  
Two thousand and seven*

*Marriott Oceanview  
Grand Ballroom  
Portland, Oregon*

*~Wedding Ceremony~  
10:00 am Arrival of the Baraat  
10:30 am Wedding Ceremony  
Lunch immediately following*

*~Reception~  
6:00 pm Cocktails  
7:00 pm Reception*

## *Reception Only Example 4*

---

|| *Shree Ganeshai Namah* ||



*Shri Rajan and Shrimati Sunita Shah  
request the honor of your presence at the  
wedding reception  
celebrating the marriage of their daughter*

***Rani***

*to*

***Sanjay***

*Son of Shri Jagdish and Shrimati Radha Patel*

*Saturday, the tenth of May  
Two thousand and seven  
The Belvedere Mansion  
Fairfield, New Jersey*

*Cocktails 5:30 pm*

*Reception 7:00 pm*

*~With Best Wishes From~*

*Parish Shah*

*Jayant Shah*

## *Sangeet Example 1*

---



*Rishi and Bimla Gupta  
Cordially invite you to an evening of  
**Sangeet and Mehndi**  
to celebrate the wedding of*

***Sandeep and Jasmine***

*Friday, the ninth of May  
Two thousand and seven  
at six o'clock*

*Hillsdale Manor  
Fairfield, New Jersey*

*~Dinner will be served~*

## *Sangeet Example 2*

---



*~Sangeet~*

*Suresh and Madhu Parikh  
would like to request the pleasure of your company  
for an evening of dinner, song, and dance  
to celebrate the forthcoming wedding of their son*

***Ashok***  
***to***  
***Neha***

*Friday, the eighth of June,  
Two thousand and seven  
seven o'clock*

*Courtyard Marriott  
Macomb, California*

*~ With best wishes ~  
Rupa and Rahul Shah*

## Examples of Response Cards

---

### Example 1

*Sanjay & Rani*

*We look forward to celebrating with you.*

*The favor of your reply is requested by*

*April 12, 2007*

*Name* \_\_\_\_\_

\_\_\_\_\_ *Number of Guests Invited*

\_\_\_\_\_ *Number of Guests Attending*

### Example 2

*The favor of a reply is requested on or before September 1, 2007*

*M* \_\_\_\_\_

*We have reserved \_\_\_\_\_ seat(s) for you*

\_\_\_\_\_ *Accepts with pleasure*          \_\_\_\_\_ *Declines with regret*

<u><i>Each Guests Name</i></u>	<u><i>Meal Preference</i></u>
_____	<i>Vegetarian or Non-Vegetarian</i>
_____	<i>Vegetarian or Non-Vegetarian</i>
_____	<i>Vegetarian or Non-Vegetarian</i>
_____	<i>Vegetarian or Non-Vegetarian</i>

## Examples of Response Cards

### Example 3

*We would be honored by your presence at  
our wedding celebration*

*Please kindly respond before May 15, 2007*

*Name(s) \_\_\_\_\_*

*Number of guests attending \_\_\_\_\_*

*Regretfully decline \_\_\_\_\_*

### Example 4

*Neerav & Swati*

*We look forward to celebrating with you  
the favor of your reply is requested by  
May 1, 2007*

~~~~~

*Name \_\_\_\_\_*

*Number of Guests Invited: \_\_\_\_\_*

*Sangeet            Number of guests attending: \_\_\_\_\_*

*Wedding           Number of guests attending: \_\_\_\_\_*

*Reception        Number of guests attending: \_\_\_\_\_*

*For more information,  
[www.neeravandswati.com](http://www.neeravandswati.com)*

# Addressing Guidelines

---

## **Basic Addressing Guidelines**

- **Names should be completely spelled out such as:**

Mr. and Mrs. Jonathon Edward Smith (instead of Mr. and Mrs. Greg Jones)

If you know the full middle name, use it, if not, do not use initials, simply omit it. First names (without Mr., Mrs., etc.) or the phrase "and family" are not proper.

- **Families with Children under 18 who are invited**

If there are children under the age of eighteen include first names as:

Mr. and Mrs. Jonathon Edward Smith  
Allison and Jason  
123 Walnut Terrace  
Indianapolis, IN 12345

- **ADULT “children” should receive separate invitations**
- **Married and Both are Doctors:** they can be referred to as "The Doctors Smith."

**PLEASE SEE THE FOLLOWING PAGES FOR SPECIFIC EXAMPLES OF  
VARIOUS ADDRESSING SITUATIONS**

## *Addressing Examples*

---

### **Married Couples**

- Married couples living in the same house:

*Mr. and Mrs. David Jones, junior  
1000 Park Street,  
Albany, New York  
10025*

- Married couples in which the woman has retained her maiden name or professional name. Some experts say the woman's name appears first, others suggest the names be listed alphabetically (by last name). Middle names are optional.

*Ms. Jennifer Michelle Gala  
Mr. Jonathon Henry Wainwright  
28 Arrow Road  
Portland, Oregon  
94640*

### **Unmarried Couples**

- Unmarried couples living in the same house should be listed alphabetically

*Ms. Jessica Delaney  
Ms. Abigail Hershey  
40 Oak Tree Drive  
Scehnectady, Texas  
75341*

*Ms. Louise Hart  
Mr. Noah Jones  
80 Marshall Lane  
Seattle, Washington  
94640*

### **Family Invitation**

- A family with young children

*Mr. and Mrs. John Edwards  
Martha and Susan  
500 Rose Cliff Lane  
Tampa, Florida  
10025*

- It is considered correct to send a separate invitation to each child 18 years or older.

## *Addressing Examples*

---

### **Single Individual with Guest**

- If you wish to encourage a single friend to invite a guest, find out the guest's name, especially if the couple is engaged, living in the same house, or seeing each other on an exclusive basis. If they live at different addresses, it is considerate to send an invitation to the guest directly.

Otherwise address as follows:

*Ms. Monica Stanford  
Mr. Benjamin Humphrey  
83 Jasmine Lane  
Concord, Massachusetts  
98110*

If you cannot obtain the name ahead of time, it is also okay to address:

- Ms. Evelyn Phelps and guest
- Mr. John Wesley and guest