

PAPER AFFAIR YORKTOWN | FINE STATIONERY

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OTHER CATEGORIES FOR ETIQUETTE: BABY, HOLIDAY & SYMPATHY

BABY

BIRTH ANNOUNCEMENTS

A BIRTH ANNOUNCEMENT IS A CARD SENT TO FAMILY AND FRIENDS, BY THE PARENTS OF THE BABY, TO ANNOUNCE THE BIRTH OF THEIR CHILD.

CALLING CARDS

CALLING CARDS HAVE BEEN AROUND FOR HUNDREDS OF YEARS. TRADITIONALLY THEY WERE USED WHEN YOU VISITED A FRIEND AND YOU WANTED TO LEAVE YOUR NAME AND PHONE NUMBER. AT PRESENT, PEOPLE USE CALLING CARDS MOST OFTEN TO INCLUDE WITH A GIFT INSTEAD OF A GREETING CARD. FOR A BABY OR A CHILD A SIMPLE WHITE OR IVORY CARD IS AS APPROPRIATE AS ONE WITH A FUN BORDER OR MOTIF. A CARD FOR A CHILD UNDER 13 MAY HAVE HIS/HER FULL NAME BUT NEVER A TITLE.

Q WHAT IS THE BEST TYPE OF STATIONERY TO USE FOR THANKING PEOPLE FOR GIFTS BEFORE A BABY IS BORN?

A MOST COMMONLY, AN EXPECTANT MOTHER USES HER OWN PERSONAL STATIONERY TO SEND THANK YOU NOTES FOR THE UNBORN BABY. IT IS NOT PROPER TO USE STATIONERY WITH THE BABY'S NAME PRINTED ON THE NOTE BEFORE THE BABY IS BORN.

Q WHAT IS THE BEST WAY TO ANNOUNCE THE ADOPTION OF A BABY?

A AN ADOPTION ANNOUNCEMENT IS VERY SIMILAR TO A BIRTH ANNOUNCEMENT IN WORDING AND IN STYLE. INSTEAD OF ANNOUNCING "THE BIRTH OF" A BABY, THE WORDS "ARRIVED" OR "ADOPTED" ARE USED.

Q WHAT INFORMATION IS INCLUDED ON A BIRTH ANNOUNCEMENT?

A MOST PEOPLE INCLUDE THE PARENT'S NAME(S), BABY'S NAME, FOLLOWED BY THE DATE THEY WERE BORN, THEIR WEIGHT AND LENGTH. OTHER INFORMATION THAT MAY BE INCLUDED IS THE TIME THAT THE BABY IS BORN AND THE NAMES OF THE SIBLINGS.

Q IS IT PROPER TO LIST THE BABY'S NICKNAME ON THE ANNOUNCEMENT?

A IT'S BECOME COMMON TO INCLUDE THE BABY'S NICKNAME AS LONG AS THEIR FULL NAME IS LISTED ON THE BIRTH ANNOUNCEMENT AS WELL, ESPECIALLY WHEN YOU WISH FOR PEOPLE TO KNOW WHAT YOU WOULD LIKE YOUR CHILD TO BE CALLED. FOR EXAMPLE, IF A CHILD'S NAME IS MARGARET ANNE FLETCHER, THE BIRTH ANNOUNCEMENT WOULD READ AS: MARGARET ANNE FLETCHER "MAGGIE"

Q IS IT PROPER TO ORDER YOUR BIRTH ANNOUNCEMENTS BEFORE THE BABY IS BORN?

A SOME THINK IT'S BAD LUCK. WE THINK IT'S GOOD PLANNING. YOU CAN SELECT ALL THE ELEMENTS OF YOUR ANNOUNCEMENT WHILE YOU STILL HAVE THE TIME AND ENERGY TO DO IT: THE FONT, INK COLOR, WORDING, ENVELOPE LINING, ETC. YOU CAN SEE A PROOF OF THE ANNOUNCEMENT WITH MOCK INFORMATION INSERTED SO YOU CAN APPROVE FORMAT. ONCE THE BABY IS BORN, YOU SIMPLY GIVE US THE PERTINENT INFORMATION AND OFF TO PRINT THEY GO. NO NEED TO SPEND ANY MORE UNNECESSARY TIME AWAY FROM YOUR BABY.

HOLIDAY GREETINGS

IT IS NICE TO SEND A HOLIDAY CARD TOWARDS THE END OF THE YEAR TO WISH ALL OF YOUR FRIENDS AND FAMILY A HAPPY HOLIDAY SEASON.

Q WHAT IS INCLUDED ON A HOLIDAY CARD?

A A WARM GREETING, YOUR NAME AND A PERSONAL HANDWRITTEN MESSAGE ARE APPROPRIATE TO INCLUDE ON A HOLIDAY CARD.

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OTHER CATEGORIES FOR ETIQUETTE: BABY, HOLIDAY & SYMPATHY

HOLIDAY GREETINGS, CONTINUED

Q IF OUR COMPANY IS HOSTING A HOLIDAY PARTY, IS IT APPROPRIATE TO USE CHRISTMAS INVITATIONS?

A THE MOST APPROPRIATE WAY TO HANDLE THIS SITUATION WOULD BE TO USE AN INVITATION OPEN TO ANY RELIGION. RED AND GREEN ARE OFTEN THOUGHT OF AS CHRISTMAS COLORS, SO A MORE NEUTRAL COLORED INVITATION OR GENERIC FESTIVE THEME WOULD BE MORE SUITABLE.

SYMPATHY

SYMPATHY ACKNOWLEDGMENTS SHOULD BE HANDWRITTEN NOTES OF APPRECIATION SENT TO FAMILY, FRIENDS, AND BUSINESS ASSOCIATES WHO HAVE EXPRESSED THEIR CONDOLENCES. MANY PEOPLE PREFER A FOLDED NOTE, SINCE IT ALLOWS THEM TO WRITE A PERSONAL MESSAGE ON THE INSIDE.