



Etiquette Tips for Sending Holiday Cards

Written by Paula Pranger, President and Owner of Peachtree Etiquette, LLC

With the passing of Thanksgiving comes the frantic rush to Christmas. December is an eventful month and we all look for time saving opportunities to squeeze extra minutes from our days. Unfortunately, people sacrifice proper etiquette all too often to find those extra minutes. Sending out holiday cards that begin to resemble appointment reminder cards calls for a quick lesson in etiquette. Remember, sending a Holiday card is an opportunity to tell someone you value him or her. So, whether you have inadvertently pushed it aside looking for extra minutes or are just learning it for the first time, I hope you choose to embrace etiquette now and in the coming year.

1. The best Holiday cards take the receiver into consideration. Even if your greeting is custom or pre-printed on the card, you should write a short note. For example if you send a card to a Neighbor you can include a note to say - "Hope to see you soon when we thaw out from the deep freeze. Warmly, Paula" When sending a card to a Grandparent or family member your note could read -"Christmas reminds me of when we used to make cookies together. I miss you and our delicious cookies! Love, Paula"
2. Match the tone of your note with the relationship you share with the receiver. Family members should be warm and loving. Neighbors should be friendly and caring. Business associates should be formal.
3. Proper etiquette is to handwrite the recipient's address and hand sign your name. When I receive a card in the mail with my name pre-printed on a sticker label and absolutely nothing hand written on the card I wonder why they even bothered to send it. Cards are meant to tell the recipient we value them. If you have your card custom made and pre-printed with your greeting leave your signature to be hand written.
4. Cards should be signed with the fathers name first, mothers next and then the children's names or you may substitute "and family" for the list of children's names. Informal signatures only. Don't use titles when signing holiday cards.
5. Return address should always be on the envelope so people can keep their address book up to date and send a card in return. A pre-printed label is acceptable for return address.
6. With religion and personal beliefs being a sensitive subject you may not always know a families religion or beliefs. In which case, you should have cards available that simply read Happy Holiday's or Season's Greetings.

May the Holiday's bring you the great joy and love that respect and consideration for others will bring and let peace, prosperity and etiquette prevail in 2013.

Paula Pranger, President and Director of Peachtree Etiquette, LLC is a certified etiquette consultant. If you would like more information on available classes for children and adults go to www.PeachtreeEtiquette.com or email her directly at paulapranger@ptetiquette.com

