

## THE PERFECT INVITATION

By Grace McMillan and Shannon Sharpton

Our offices receive thousands of invitations. We receive them in person, by phone, e-mail, letter and card. To us, the perfect invitation is one that is easy to read, easy to print or photocopy, and easy to file.

- Tell us who you are (business name) and give us the name/purpose for your event.
- Include a place, a date and a time – plus a contact person.
- Please inform us whether or not you require an rsvp and give us a way to do that. Personally, we prefer to e-mail rsvp's because that gives us a digitally searchable, written record of our communication to you. If you send an e-mail invitation, a simple reply to the e-mail sender is easiest for us.

You are warmly welcomed to follow up with a hospitable communiqué if you don't receive an rsvp by the time you require one, but please have the date ready when you call, because that is how we will search our calendars.

Did we mention that we receive thousands of invitations? Send yours early enough for us to plan. If we receive your invitation on the day of the event (especially during session), it is very likely that our office has already made commitments.

# Save the Date

**BUSINESS NAME** hosting **YOUR EVENT NAME**

**Event Date: [Tuesday, January 19, 2010]**

**Event Time: [2:30 - 3:00 p.m.]**

**Event Location: [Fourth Floor Rotunda]**

Feel free to add color and design elements, but make sure invitation details are on top and easy to read.

- Event Highlight
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**To RSVP or for more information, please contact  
[name, phone, url, e-mail]**

**Company slogan, other information**