

EVENT CHANGES and INVITATION UPDATES

By Shannon Sharpton and Grace McMillan

Did we mention that our offices receive thousands of invitations? We file our invitations and appointments by date and time, not by event or contact person. If your event information has changed, please start the update by giving us the original date of the event, even if it's the time or location you are changing.

Updated invitations or event change notifications should include the following:

- The original date and time.
- Tell us who you are (business name) and give us the name/purpose for your event.
- Give us the UPDATED place, date and time – plus a contact person.
- Inform us if you require an additional 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.

Thank you so much for this consideration ... you have just saved us hours of frustration!