

The Right Invite

DON'T HOST A PARTY, HOST A MEMORY.

An invitation is the first impression a potential guest has of your event. Whether you are sending an e-vite or a more formal printed invitation, remember to factor time and budget for details like uploading a personal picture to an e-vite, printing and engraving for traditional invitations and addressing and posting envelopes—all of which require extra time and \$.

Invitation Tips

Be Clear.

- ✦ Include event date, location and directions.
- ✦ Time. Always include a start time but when is it appropriate to include an end time? Personally, I always like to host parties without end times. But, for kid's parties, open houses and bridal or baby showers, including an end time is great to keep busy guests and hosts on track.
- ✦ Attire. Terms like 'Beachy-Chic' and 'Festive Attire' are fabulous but also leave a lot to the imagination, so if you are comfortable with that, great! However, if you want a more specific or formal dress code, elaborate that on your invite.

Be Courteous.

- ✦ Check with a birthday girl before sharing details like her age.
- ✦ Give people enough time to RSVP and include things like registry information if appropriate so guests are directed properly when searching for the right gift.
- ✦ Stay True To Your Theme.
- ✦ Make sure the invitation reflects the mood of your event. If you are hosting an elegant, formal dinner, hard stock and engraving an invite would be lovely. A BYOB brunch? An e-vite or postcard is suitable and sweet.

When To Send My Invitations?

- ✦ For dinner parties and smaller, more casual gatherings, guests should receive invites at least two weeks in advance.
- ✦ When hosting a larger or more celebratory party, guests should receive invites 3-4 weeks in advance.
- ✦ For a formal affair, 6-8 weeks in advance is appropriate as well as sending out a "Save The Date."
- ✦ "Save The Dates" should be received at least 3-4 months in advance of a formal affair and even more time ahead if it is a destination wedding or event.

R.S.V.P. Rules.

- ✦ On your invite, always include a phone number and/or email address for guests to R.S.V.P.
- ✦ You can put "Regrets only" on an invite, but as a desired guest, it's nice to reply anyway with a note or phone call to wish the hostess well and extend a sincere.
- ✦ When invited to R.S.V.P, reply within a week.