Period \_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Invitation**

What event would you like to make an invitation for (must be appropriate)?

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Who will be invited to the event? For example, Open to the Public, My Personal Friends, Friends and Family…

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What are the important details you need to include (I am looking for the actual info you are using?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address, phone, email, website info you’ll be using. DO NOT USE YOUR REAL INFO.

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*fold somewhere, have background images/textures that are not random, but appropriate (no white background), must have some NON-geometric element. See examples, must use alignment, as this will have a significant part of your grade, must be able to be printed on regular sized paper, Font must be no smaller than 10 point size (headlines/names can be fancy font, but the rest should be a plain readable font. Plain readable does not mean the most boring font ever created)*

I***nvitation Do's and Don'ts: What to Include on Invitations***

**Purpose of the invitation ------------------------------------------------------------------------------------------------------------------------------------------------**A birthday party, a wedding, a holiday open house.  
Include the occasion you are celebrating.

**Name of honoree ----------------------------------------------------------------------------------------------------------------------------------------------------------**"Sally Smith" or "Ken and Jennifer"  
(the birthday person, the mother-to-be, the bride and groom)

**Day and Date----------------------------------------------------------------------------------------------------------------------------------------------------------------**"Saturday, August 29th" or if it is formal, "Saturday, the twenty-ninth of August."

Look at your calendar to make sure as in this example, the date is really on a Saturday.

***Tip:*** When you include the year after the date, "August 29, 2016" is correct  
"August 29th, 2016" is NOT correct - the "th" or "nd" is only used when a date is not followed by the year.

**Year ----------------------------------------------------------------------------------------------------------------------------------------------------------------------------**Informal invitations do not require the year.  
For a formal event, include the year and spell it out:   
"two thousand and sixteen" instead of "2016."

**Time ----------------------------------------------------------------------------------------------------------------------------------------------------------------------------**"6:00 p.m." with small letters and periods p.m.

For for formal events, spell out the time such as:  
"six o'clock in the evening"  
"eleven o'clock in the morning"  
with little "o" and "c" on the word "o'clock".

***Tip:*** Before 6:00 p.m., use "in the afternoon" After 6:00 p.m., use "i n the evening"

**Name of Place ----------------------------------------------------------------------------------------------------------------------------------------**

If the party is not in your home, you should include the name of the place: "Opah's Restaurant"  
If the party is at a home, you can use: "at the home of Dan Robinson"

**Physical Location of Place ----------------------------------------------------------------------------------------------------------------------------------------**Give the street address and city. Include the state if you are inviting out of town guests to a location other than your home. Do NOT print a zip code on an invitation.

**Name of Host ----------------------------------------------------------------------------------------------------------------------------------------**

List the name of the host(s) / hostess(es) / parent(s) giving the party.

"Hosted by Sally Smith" "Given by Denise Dunne"

**RSVP or Regrets Only ----------------------------------------------------------------------------------------------------------------------------------------**

List an RSVP with a phone number and/or email address and a date you would like your guests to RSVP by

***Tip:***  
***Do not use "Regrets Only"*** if you need an accurate count of who is coming to the party for the caterer, to know how much food, drinks, party ware to buy. Using regrets only might surprise you as you will have to guess or assume if every one is coming or no one is coming to your party.