



## DETAILS TO INCLUDE IN YOUR INVITATION SUITE

When designing your invitation suite, be sure to include all the details your guests will need to know. If you're not sure, or don't want the information on the main invitation itself, include the information on a separate insert. Use the convenient check list below to make sure you haven't left off any important details.

### INVITATION

- Name(s) of host(s) (who is issuing the invitation?)
- Name(s) of honoree(s) (who is the party for?)
- Request line (purpose of invitation – is this a wedding, bar/bat mitzvah, fundraiser?)
- Day *and* date of the event
- Location of event
  - Name of venue
  - Street address, city and state  
(NOTE: do not include the zip code of the venue on the invitation)
- Start time of event (see "Corner copy" below for end time instructions)
- Reception line (if held at same venue as ceremony, something like "Reception to follow;" see below for Reception Card details if reception is being held somewhere else)
- Corner copy (quick bits of helpful information)
  - Dress code
  - No gifts (OPTIONAL)
  - For a party where kids are dropped off, include end time (e.g., "Teen pick-up time")

### RESPONSE CARD

- Response date (date by when guests should return the response card)
- Line for guest(s) to write name(s)
- Number of guests attending (sometimes not everyone who is invited can attend)
- Meal choice (only if serving a plated meal; not necessary for buffets)
- Pre-stamped envelope (or postcard) with your mailing address pre-printed
- Guest number
  - Create a list and assign each guest a unique number
  - Write this number on the back of the response card in pencil (this will allow you to track down who a response card belongs to in case someone forgets to write their name or their handwriting is too difficult to read)
  - Insert the corresponding RSVP card into that guest's envelope



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### RECEPTION CARD (if reception is at a different location than the ceremony)

- Day and date of reception, especially if it's on a different day
- Location of reception
  - Name of venue
  - Street address, city and state
  - Start time of reception
- Corner copy (quick bits of helpful information)
  - Dress code
  - No gifts (OPTIONAL)
  - For a party where kids are dropped off, include end time (e.g., "Teen pick-up time")

### MAP AND DIRECTIONS CARD

- Name and address of venue
- Phone number of venue
- Written directions or map
  - If using a map, be sure to show closest freeways and offramps, landmarks and other information to assist guests in finding venue

### ACCOMMODATIONS CARD

- Names and locations of local hotels (and distances to ceremony/reception venues)
- Links to hotel websites
- Phone numbers guests can call to make reservations
- Room block details, including name the reservation is under and date reservation expires

### ADDITIONAL INFORMATION INSERTS

- Wedding or event website link
- Special details
  - If your event will not include a full meal or hosted bar, let your guests know in advance