



Correspondence Bites

What Every Invitation Should Include

A good invitation answers all of the questions your guest might have. If any important information is missing, your guest may have to contact you for clarification.

Every invitation should include the following:

1. The Event

Tell your guest **what** they are being invited to.

Examples:

- a birthday party
- a graduation celebration
- a wedding
- a baby shower
- a barbecue
- dinner
- lunch
- a meeting
- a conference

Example sentence:

I'd like to invite you to my birthday party.

Notice the preposition:

invite someone to an event.

2. The Date

Tell your guest **when** the event will take place.

Examples:

on Friday

on July 18

on Saturday, August 2

this Saturday

Then perhaps a small note:

Use "on" with days and dates.



3. The Time

Tell guests **what time** to arrive.

Examples:

at 6:00 p.m.

at noon

at 7:30

Notice:

Use "at" with clock times.

4. The Location

Tell guests **where** the event will take place.

Examples:

at my house

at our office

at Central Park

at 125 Main Street

in Room 302

Small note:

Use "at" for addresses and buildings.

Use "in" for rooms and enclosed spaces.

5. Who Is Invited

Sometimes invitations are intended only for one person.

Other times, guests may bring family members or friends.

Examples:

You are invited.

You and your family are invited.

Feel free to bring a guest.

Spouses are welcome.

This invitation is for two people.

This information helps avoid misunderstandings.

Then I'd end with a little checklist.

Invitation Checklist

Before sending your invitation, ask yourself:

- Did I explain what the event is?
- Did I include the date?



- Did I include the time?
- Did I include the location?
- Did I make it clear who is invited?

Additional Information

Depending on the event, you may also want to include:

RSVP

If you need guests to confirm whether they will attend, include an RSVP request and, if appropriate, a deadline.

Example:

Please RSVP by June 10.

Dress Code

Tell guests what they are expected to wear.

Examples:

Business casual

Formal attire

Black tie

Casual dress

Parking Information

Useful if parking is limited or requires special instructions.

Example:

Free parking is available behind the building.

Directions

Include directions if the location may be difficult to find.

Example:

The entrance is on the west side of the building.

Gifts

If you have preferences, mention them politely.

Examples:

Your presence is the only gift we need.

In lieu of gifts, donations are welcome.



Food

Guests often appreciate knowing what to expect.

Examples:

Dinner will be served.

Light refreshments will be provided.

Please let us know if you have any food allergies.

Contact Information

Always provide a way for guests to reach you if they have questions.

Example:

For questions, please contact Zara at...

Plus-One Policy

If guests may bring another person, make that clear.

Examples:

You are welcome to bring a guest.

This invitation is for two people.

Unfortunately, we are unable to accommodate additional guests.

