

Place      Date      Party “rules”      Type of event

2-8 weeks in advance      Please respond

1. The first things you should put on your invitation are the names of the party hosts or sponsoring organization. Your invitation wording should include the type of event (birthday party, housewarming, business networking meeting, etc.) to which your guest is being invited.
2. The next item you should write on your invitation is the place where the event will be held. If guests are not from your local area, include a map to the location of your event.
3. Clearly write the date of your party, including date, day of the week and time of the party.
4. You’ll want to ask your guests to RSVP to your event, in order to let you know if they will be actually coming. Include with your invitation information telling your guests how to RSVP. This might be a phone number, email address, or response card.
5. List any party “rules” if you have them. The invitation should clearly explain any themes and dress codes. Specify if special dress is required such as a black tie, business casual. Also, inform the guests if your party has theme such as the 60s or a pyjama party.
6. Send invitations anywhere from 8–2 weeks in advance depending on the formality of the occasion. Weddings require the longest lead-time; casual dinners and brunches require the least.