

## IMPORTANT INVITATION REMINDERS FROM WRITE OCCASIONS

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\_\_\_ Quantity of invitations - determine the quantity of invitations that you'll need and add 15% to compensate for additional invitations and address corrections

\_\_\_ Does the invitation wording include:

\_\_\_ time                      \_\_\_ location                      \_\_\_ who is hosting the event  
\_\_\_ date                      \_\_\_ if appropriate, attire suggestion

\_\_\_ What is the return address for the back flap of invitation

\_\_\_ Do you need multiple response cards? (e.g. some people are invited to Kiddush only)  
\_\_\_ if yes, wording and quantity

\_\_\_ Quantity of response cards

\_\_\_ Does the response card wording include:

\_\_\_ timeline to respond by  
\_\_\_ line for people to fill in their names

\_\_\_ Wording for front of response envelope

\_\_\_ Do you need reception cards?

\_\_\_ if yes, what is the wording?  
\_\_\_ if yes, do you want to include suggested attire?

\_\_\_ Do you need direction cards?

\_\_\_ Quantity of thank you notes

\_\_\_ Thank you note return address?

\_\_\_ Ink color

\_\_\_ Lettering style

### **Accessories:**

\_\_\_ Yarmulkes

\_\_\_ Personalized napkins

\_\_\_ Place cards