

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