

PAPER AFFAIR YORKTOWN | FINE STATIONERY

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INVITATIONS & ANNOUNCEMENT ETIQUETTE

THE STYLE OF THE INVITATION YOU CHOOSE SHOULD MATCH THE STYLE AND FORMALITY OF THE EVENT. ALWAYS REMEMBER THAT YOUR INVITATION WILL SET THE TONE FOR THE PARTY.

Q WHAT IS THE BASIC INFORMATION THAT SHOULD BE INCLUDED ON AN INVITATION?

- WHO IS DOING THE INVITING
- WHO OR WHAT IS THE EVENT FOR?
- WHEN IS THE EVENT? (DATE & TIME)
- WHERE IS THE EVENT?

Q IS IT APPROPRIATE TO LIST A REGISTRY ON AN INVITATION?

A IT IS NOT APPROPRIATE BY THE STANDARDS OF CLASSIC ETIQUETTE BUT IT'S QUITE COMMON THESE DAYS TO LIST WHERE THE GUEST OF HONOR IS REGISTERED, BUT ONLY ON INFORMAL INVITATIONS SUCH AS BRIDAL AND BABY SHOWER INVITATIONS, NEVER ON WEDDING INVITATIONS.

Q MY HUSBAND AND I ARE CELEBRATING OUR 50TH WEDDING ANNIVERSARY AND I DO NOT WISH FOR PEOPLE TO BRING GIFTS. WHAT IS THE PROPER WAY TO EXPRESS THIS ON THE INVITE?

A SINCE MOST MATURE COUPLES DO NOT REQUIRE MORE "GIFTS," IT IS POPULAR TO PRINT ON THE INVITATION "NO GIFTS PLEASE" IN THE BOTTOM RIGHT CORNER. SOME CREATIVE WAYS OF REQUESTING NO GIFTS ARE AS FOLLOWS: "YOUR PRESENCE IS OUR PRESENT," "YOUR GIFT IS YOUR PRESENCE," "YOUR PRESENCE IS THE ONLY GIFT THAT WE REQUEST," AND "GIFTS ARE NOT REQUESTED, BUT A TOAST IS SUGGESTED."

Q WHAT IS THE DIFFERENCE BETWEEN A COMMENCEMENT INVITATION AND A GRADUATION ANNOUNCEMENT?

A COMMENCEMENT INVITATIONS ARE SENT BY THE SCHOOL OR UNIVERSITY INVITING FAMILY AND FRIENDS TO THE GRADUATION CEREMONY. A GRADUATION ANNOUNCEMENT IS SENT TO FAMILY AND FRIENDS WHO WERE NOT INVITED TO THE ACTUAL CEREMONY. THIS IS MOST OFTEN SENT BY RELATIVES OF THE GRADUATE TO ANNOUNCE THE GRADUATION.

Q MY SON RECEIVED A BAR MITZVAH INVITATION. WHAT IS THAT?

A THE BAR MITZVAH AND BAT MITZVAH ARE A "RITE OF PASSAGE," A CROSSOVER FROM CHILDHOOD TO ADULTHOOD; A MILESTONE IN A JEWISH LIFE. JUDAISM DEEMS A BOY A "BAR MITZVAH" WHEN HE TURNS 13 AND A GIRL BECOMES "BAT MITZVAH" WHEN SHE TURNS 12. A LARGE CELEBRATION AMONGST THE JEWISH PEOPLE AND THEIR FRIENDS TAKES PLACE.

Q WHAT ARE ACCEPTABLE WAYS TO REQUEST REPLIES FROM GUESTS?

A WHETHER ON A SEPARATE REPLY CARD OR AT THE BOTTOM OF AN INFORMAL INVITATION, WHEN REQUESTING RESPONSES OF ANY KIND, IT IS BEST TO USE "R.S.V.P.," "R.S.V.P.," "PLEASE REPLY" OR "THE FAVOR OF A REPLY IS REQUESTED" TO RECEIVE AN ACCURATE GUEST COUNT. R.S.V.P. AND R.S.V.P., WHICH ARE EQUALLY PROPER, IS SHORT FOR THE FRENCH "RÉPONDEZ S'IL VOUS PLA"IT" MEANING "PLEASE RESPOND" IN THE ENGLISH LANGUAGE. IF THE EXACT COUNT ON THE NUMBER OF GUESTS IS NOT NECESSARY, "REGRETS ONLY" MAY BE USED.

Q IT WOULD BE MUCH EASIER TO LIST TAKE REPLIES VIA EMAIL? WOULD THAT BE PROPER?

A TECHNOLOGICAL ADVANCES THAT MAKE COMMUNICATION QUICK AND EASY ARE CERTAINLY NICE BUT ARE ONLY PROPER AS A METHOD FOR TAKING REPLIES TO SOCIAL EVENTS IN THE MOST CASUAL CIRCUMSTANCES, SUCH AS A CHILD'S BIRTHDAY PARTY, BACHELORETTE PARTY, BOOK CLUB GATHERING OR COUPLE'S SHOWER. AND EVEN IF YOU DO DECIDE TO INCLUDE AN EMAIL ADDRESS AS A REPLY METHOD, YOU SHOULD ALSO OFFER A PHONE NUMBER AS WELL, SINCE NOT EVERYONE HAS EASY ACCESS TO EMAIL. ALSO KEEP IN MIND, EMAIL ADDRESSES ARE NOT THE MOST ATTRACTIVE ELEMENTS OF AN INVITATION AS THEY REQUIRE A SIMPLE, BLOCK TYPESTYLE TO BE LEGIBLE.

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INVITATIONS & ANNOUNCEMENT ETIQUETTE, CONTINUED

Q HOW DO I CHOOSE THE BEST LETTERING STYLE TO SUIT MY INVITATION?

A IN OUR STORE, WE HAVE A SELECT ASSORTMENT OF LETTERING STYLES/TYPESTYLES/FONTS FROM OUR EXTENSIVE LIST OF OVER 1000 FOR YOU TO CHOOSE FROM FOR YOU PERSONALIZATION. IT IS BEST TO CHOOSE A LETTERING STYLE THAT SUITS THE DESIGN OF THE INVITATION AND THE PARTY OCCASION. MAKE SURE THAT YOU CHOOSE A FONT THAT IS LEGIBLE FOR ALL AGES. IF YOU ARE NOT COMFORTABLE CHOOSING A FONT, WE WILL BE GLAD TO ASSIST YOU IN DOING SO.

Q HOW SOON BEFORE AN EVENT SHOULD I SEND OUT THE INVITATIONS?

A IT ALL DEPENDS UPON THE TYPE OF EVENT YOU ARE HAVING. IF YOU ARE INVITING PEOPLE FROM OUT OF STATE TO A PARTY, YOU WILL WANT TO GIVE THEM AMPLE TIME TO MAKE TRAVEL ARRANGEMENTS, ETC. WE WOULD SUGGEST MAILING OUT OF STATE INVITES 4-6 WEEKS BEFORE THE EVENT. FOR A WEDDING, YOU CAN MAIL THE INVITATIONS UP TO EIGHT WEEKS AHEAD OF TIME (SEE BELOW, UNDER WEDDINGS). IF ALL OF YOUR GUESTS ARE IN-TOWN, A FORMAL EVENT REQUIRES 3-4 WEEKS NOTICE AND FOR INFORMAL EVENTS, 2-3 WEEKS PRIOR IS SUFFICIENT.

Q WHAT IS THE PURPOSE OF ADDING A RETURN ADDRESS TO YOUR INVITATION ENVELOPE?

A THE PURPOSE OF INCLUDING YOUR RETURN ADDRESS ON THE BACK FLAP OF THE ENVELOPE IS TO ENSURE THAT THE MAIL IS RETURNED TO YOU IF IT IS UNDELIVERABLE TO THE RECIPIENT. HAVING THEM PERSONALIZED ALONG WITH YOUR INVITATIONS IS A CONVENIENT TIME-SAVING OPTION.