

Invitation and RSVP Checklist

Ensure your guests are given all the details necessary!

Invitation Information Name of Event/ Title: Date: Location/Venue: Location/s Address: Sponsors: Event branding: Cost: (per person/per table) Parking: (complimentary/valet/price?) Parking Location: RSVP: to whom, by when, RSVP site or email • What information needs to be gathered on the RSVP form? • Who manages RSVPs, who needs to stay up-to-date on current RSVPs Agenda: Dress: Casual, Cocktail, Formal/Business, Black-tie Special Needs Indication: Handicap/Dietary? Assets to gather Speaker Bios Headshots Sponsor logos Signed media release Event branding images	Event Title:Event Coordinator:		
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