



Invitation and RSVP Checklist

Ensure your guests are given all the details necessary!

Event Title: _____ Event Coordinator: _____

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