

# University of California, Irvine

## Invitation Guidelines

### Sample Invitation

Peter Anteater	Host Name(s)
Dean, Samueli School of Engineering	Title
cordially invites you to a dinner celebrating the dedication of the John H. Doe Conference Center	Event Name/Purpose
Wednesday, December 9, 2015	Date
6:00 p.m.	Time
Pacific Ballrooms, UCI Student Center 311 West Peltason Drive Irvine, California 92697	Location
Respond by November 25, 2015, to Jane Smith janesmith@uci.edu (949) 824-1234	Reply Instructions
Kindly alert us to any allergies or dietary restrictions	Dietary
Business attire	Attire
Map enclosed	Directions

### Standard Components

#### Host Name(s) and Title

The event host(s) may be a person or the sponsoring school (i.e. Samueli School of Engineering). If a person, the host should be the highest member of organization, such as the dean. Host names should appear equal in size, or larger than other text on the invitation. If there is an honoree mentioned in the invitational language, their name can be the same size as the host names.

#### Event Name/Purpose

Phrasing that invites guests to the event should clearly explain the purpose/honoree. It is preferred to begin this section with "cordially invite you to..." for high level events.

**Date and Time**

For the date, include in long form the day of the week, the month, day, and year. Do not abbreviate. For the time, it is not necessary to include the end time for a dinner. Event functions with guests continuously arriving/departing, such as a reception, may include both the start and end time, separated with the word “to.” Always use a colon and include minutes. Always lowercase and use periods for a.m. and p.m.

**Location**

If taking place on campus, the location should include the room and building as listed in the sample above. The physical address should also be listed. Do not abbreviate this information.

**Reply Instructions**

The format to request responses (RSVPs) on an invitation is as follows as well as displayed in the sample above.

Respond by (day), (month) (date), (year), to (name of person taking RSVPs)  
(email address)  
(phone number)

**Dietary**

Invitations to served meal events should include text requesting dietary information. Please note that receptions and buffets are not considered served meals.

**Attire**

Attire information should be included on all event invitations. Most events are either business casual attire or business attire. If the event is taking place outdoors, it is prudent to incorporate this information into the invitation.

**Directions**

A map should accompany all invitations. If the invitation is being sent electronically, it is recommended to link the invitation to UCI’s online campus map. For printed invitations, the language “map enclosed” is appropriate. For electronic invitations, the language “campus map” is recommended and should be hyperlinked to this.