



### Tips for E-vitation Success

Using email or online invitation services, which organize and customize the invitation process for you, can save time (you don't have to go to the store) and money (they're free), and build some excitement at the same time (there are design choices for every occasion). They're also a greener alternative to paper invitations. On the other hand, there are some challenges that come along with the use of e-vitations. They can end up in spam folders or simply undelivered as a result of a computer glitch.

Here are some tips to help you to achieve success in using e-vitations.

- Make sure that the email addresses you use are correct, and that all of your invited guests check their e-mail regularly.
- Be familiar with all the options. For example, you may want to turn off the feature that lets guests see who else is invited. This is especially important for people who don't know each other well. Doing so hides email addresses and respects their privacy.
- Include all of the important info: who's hosting, what kind of party it is, why the party is being thrown (if there's a reason), when and where it is (including maps if necessary), and RSVP details.
- Fill in all the details the site asks for and remember to include a personal message.
- Proofread before you hit "Send." Invitations are the first hint of what a party will be like, so make a good impression.
- Be prepared to follow up by phone if your don't receive an RSVP in a timely fashion, just in

case your message wasn't delivered or is lingering unopened in an inbox. (Note: One of the advantages of using a service, compared with using your own email account, is that it lets you know if the recipient has viewed the invitation yet.)

- Follow up with a reminder to the group a day or two in advance.